

<b>SOLICITATION/CONTRACT/ORDER FOR COMMERCIAL ITEMS</b> <b>OFFEROR TO COMPLETE BLOCKS 12, 17, 23, 24, &amp; 30</b>				1. REQUISITION NUMBER PR-OARM-15-00200		PAGE OF 1 54	
2. CONTRACT NO.		3. AWARD/ EFFECTIVE DATE	4. ORDER NUMBER		5. SOLICITATION NUMBER SOL-NC-15-00007		6. SOLICITATION ISSUE DATE 08/19/2015
7. <b>FOR SOLICITATION INFORMATION CALL:</b>		a. NAME Ryan Rodriguez			b. TELEPHONE NUMBER (No collect calls) 919-541-2421		8. OFFER DUE DATE/LOCAL TIME 09/22/2015 1000 ET
9. ISSUED BY RTTPOD US Environmental Protection Agency 109 T.W. Alexander Drive Mail Code: AA005 Research Triangle Park NC 27709				10. THIS ACQUISITION IS <input type="checkbox"/> UNRESTRICTED OR <input checked="" type="checkbox"/> SET ASIDE: 100.00 % FOR:  <div style="display: flex; justify-content: space-between;"> <div> <input type="checkbox"/> SMALL BUSINESS  <input type="checkbox"/> HUBZONE SMALL BUSINESS  <input checked="" type="checkbox"/> SERVICE-DISABLED VETERAN-OWNED SMALL BUSINESS </div> <div> WOMEN-OWNED SMALL BUSINESS  <input type="checkbox"/> (WOSB) ELIGIBLE UNDER THE WOMEN-OWNED SMALL BUSINESS PROGRAM  <input type="checkbox"/> EDWOSB  <input type="checkbox"/> 8(A) </div> <div> NAICS: 561499   SIZE STANDARD: \$14.0 </div> </div>			
11. DELIVERY FOR FOB DESTINATION UNLESS BLOCK IS MARKED <input type="checkbox"/> SEE SCHEDULE		12. DISCOUNT TERMS		13a. THIS CONTRACT IS A RATED ORDER UNDER DPAS (15 CFR 700) <input type="checkbox"/>		13b. RATING	
15. DELIVER TO OARM-RTP-FMSD-FSB US Environmental Protection Agency 109 TW Alexander Dr. C-604-01 Durham NC 27711		16. ADMINISTERED BY RTTPOD US Environmental Protection Agency 109 T.W. Alexander Drive Mail Code: AA005 Research Triangle Park NC 27709		14. METHOD OF SOLICITATION <input type="checkbox"/> RFQ <input type="checkbox"/> IFB <input checked="" type="checkbox"/> RFP			
17a. CONTRACTOR/OFFEROR		18a. PAYMENT WILL BE MADE BY					
TELEPHONE NO.				18b. SUBMIT INVOICES TO ADDRESS SHOWN IN BLOCK 18a UNLESS BLOCK BELOW IS CHECKED <input type="checkbox"/> SEE ADDENDUM			
17b. CHECK IF REMITTANCE IS DIFFERENT AND PUT SUCH ADDRESS IN OFFER <input type="checkbox"/>							
19. ITEM NO.	20. SCHEDULE OF SUPPLIES/SERVICES			21. QUANTITY	22. UNIT	23. UNIT PRICE	24. AMOUNT
0001	Fixed Price Audiovisual Services - Base Period			11	MO		
1001	Fixed Price Audiovisual Services - Option I (Option Line Item) 10/01/2016			12	MO		
2001	Fixed Price Audiovisual Services - Option II Continued ... (Use Reverse and/or Attach Additional Sheets as Necessary)			12	MO		
25. ACCOUNTING AND APPROPRIATION DATA						26. TOTAL AWARD AMOUNT (For Govt. Use Only)	
<input checked="" type="checkbox"/> 27a. SOLICITATION INCORPORATES BY REFERENCE FAR 52.212-1, 52.212-4. FAR 52.212-3 AND 52.212-5 ARE ATTACHED. ADDENDA <input checked="" type="checkbox"/> ARE <input type="checkbox"/> ARE NOT ATTACHED. <input type="checkbox"/> 27b. CONTRACT/PURCHASE ORDER INCORPORATES BY REFERENCE FAR 52.212-4. FAR 52.212-5 IS ATTACHED. ADDENDA <input type="checkbox"/> ARE <input type="checkbox"/> ARE NOT ATTACHED.				<input type="checkbox"/> 29. AWARD OF CONTRACT: REF. _____ OFFER DATED _____. YOUR OFFER ON SOLICITATION (BLOCK 5), INCLUDING ANY ADDITIONS OR CHANGES WHICH ARE SET FORTH HEREIN, IS ACCEPTED AS TO ITEMS:			
30a. SIGNATURE OF OFFEROR/CONTRACTOR				31a. UNITED STATES OF AMERICA (SIGNATURE OF CONTRACTING OFFICER)  <b>ELECTRONIC SIGNATURE</b>			
30b. NAME AND TITLE OF SIGNER (Type or print)		30c. DATE SIGNED		31b. NAME OF CONTRACTING OFFICER (Type or print)		31c. DATE SIGNED	
				Ryan Rodriguez		08/19/2015	

19. ITEM NO.	20. SCHEDULE OF SUPPLIES/SERVICES	21. QUANTITY	22. UNIT	23. UNIT PRICE	24. AMOUNT
	(Option Line Item) 10/01/2017				
3001	Fixed Price Audiovisual Services - Option III (Option Line Item) 10/01/2018	12	MO		
4001	Fixed Price Audiovisual Services - Option IV (Option Line Item) 10/01/2019	12	MO		

32a. QUANTITY IN COLUMN 21 HAS BEEN

☐ RECEIVED    ☐ INSPECTED    ☐ ACCEPTED, AND CONFORMS TO THE CONTRACT, EXCEPT AS NOTED: \_\_\_\_\_

32b. SIGNATURE OF AUTHORIZED GOVERNMENT REPRESENTATIVE		32c. DATE	32d. PRINTED NAME AND TITLE OF AUTHORIZED GOVERNMENT REPRESENTATIVE	
32e. MAILING ADDRESS OF AUTHORIZED GOVERNMENT REPRESENTATIVE			32f. TELEPHONE NUMBER OF AUTHORIZED GOVERNMENT REPRESENTATIVE	
			32g. E-MAIL OF AUTHORIZED GOVERNMENT REPRESENTATIVE	
33. SHIP NUMBER	34. VOUCHER NUMBER	35. AMOUNT VERIFIED CORRECT FOR	36. PAYMENT	37. CHECK NUMBER
<input type="checkbox"/> PARTIAL <input type="checkbox"/> FINAL			<input type="checkbox"/> COMPLETE <input type="checkbox"/> PARTIAL <input type="checkbox"/> FINAL	
38. S/R ACCOUNT NUMBER	39. S/R VOUCHER NUMBER	40. PAID BY		
41a. I CERTIFY THIS ACCOUNT IS CORRECT AND PROPER FOR PAYMENT			42a. RECEIVED BY ( <i>Print</i> )	
41b. SIGNATURE AND TITLE OF CERTIFYING OFFICER		41c. DATE	42b. RECEIVED AT ( <i>Location</i> )	
			42c. DATE REC'D (YY/MM/DD)	42d. TOTAL CONTAINERS

**CONTINUATION OF SF1449, BLOCKS 19 THROUGH 24****PRICE SCHEDULE****1. LOCAL CLAUSES EPA-B-32-104 CONSIDERATION AND PAYMENT**

(a) Payment shall be made monthly in arrears for services performed during the preceding month at the fixed-price amounts stated in the table below for the base period. If any Option Periods are exercised, the fixed-price amounts for those Option Periods are stated in the table below.

(b) If, as a result of contract award, services commence on a date other than the first of the month, the amount due for the first month's services shall be determined by dividing the fixed price monthly rate by 30 and multiplying that figure by the number of days remaining in the month.

(c) The fixed price per month set forth in paragraph (a) shall include all costs and any related profit for providing all services as specified in the Performance Works Statement including, but not necessarily limited to wages, labor overhead, general and administrative expenses, other direct costs related to performance, and profit.

**BASE PERIOD (November 1, 2015 through September 30, 2016)**

CLIN	Description	Quantity	Unit	Unit Price	Amount
0001	Audiovisual Services	11	Months		

**OPTION PERIOD I (October 1, 2016 through September 30, 2017)**

CLIN	Description	Quantity	Unit	Unit Price	Amount
1001	Audiovisual Services	12	Months		

**OPTION PERIOD II (October 1, 2017 through September 30, 2018)**

CLIN	Description	Quantity	Unit	Unit Price	Amount
2001	Audiovisual Services	12	Months		

**OPTION PERIOD III (October 1, 2018 through September 30, 2019)**

CLIN	Description	Quantity	Unit	Unit Price	Amount
3001	Audiovisual Services	12	Months		

**OPTION PERIOD IV (October 1, 2019 through September 30, 2020)**

CLIN	Description	Quantity	Unit	Unit Price	Amount
4001	Audiovisual Services	12	Months		

## CONTRACT CLAUSES

### 1. FAR 52.212-5 -- Contract Terms and Conditions Required to Implement Statutes or Executive Orders -- Commercial Items (May 2015)

(a) The Contractor shall comply with the following Federal Acquisition Regulation (FAR) clauses, which are incorporated in this contract by reference, to implement provisions of law or Executive orders applicable to acquisitions of commercial items:

- (1) 52.209-10, Prohibition on Contracting with Inverted Domestic Corporations (Dec 2014)
- (2) 52.233-3, Protest After Award (AUG 1996) (31 U.S.C. 3553).
- (3) 52.233-4, Applicable Law for Breach of Contract Claim (OCT 2004)(Public Laws 108-77 and 108-78 (19 U.S.C. 3805 note)).

(b) The Contractor shall comply with the FAR clauses in this paragraph (b) that the Contracting Officer has indicated as being incorporated in this contract by reference to implement provisions of law or Executive orders applicable to acquisitions of commercial items:

[Contracting Officer check as appropriate.]

\_X\_ (1) 52.203-6, Restrictions on Subcontractor Sales to the Government (Sept 2006), with Alternate I (Oct 1995) (41 U.S.C. 4704 and 10 U.S.C. 2402).

\_\_ (2) 52.203-13, Contractor Code of Business Ethics and Conduct (Apr 2010) (41 U.S.C. 3509).

\_\_ (3) 52.203-15, Whistleblower Protections under the American Recovery and Reinvestment Act of 2009 (June 2010) (Section 1553 of Pub. L. 111-5). (Applies to contracts funded by the American Recovery and Reinvestment Act of 2009.)

\_X\_ (4) 52.204-10, Reporting Executive Compensation and First-Tier Subcontract Awards (Jul 2013) (Pub. L. 109-282) (31 U.S.C. 6101 note).

\_\_ (5) [Reserved].

\_X\_ (6) 52.204-14, Service Contract Reporting Requirements (Jan 2014) (Pub. L. 111-117, section 743 of Div. C).

\_\_ (7) 52.204-15, Service Contract Reporting Requirements for Indefinite-Delivery Contracts (Jan 2014) (Pub. L. 111-117, section 743 of Div. C).

\_X\_ (8) 52.209-6, Protecting the Government's Interest When Subcontracting with Contractors Debarred, Suspended, or Proposed for Debarment. (Aug 2013) (31 U.S.C. 6101 note).

\_X\_ (9) 52.209-9, Updates of Publicly Available Information Regarding Responsibility Matters (Jul 2013) (41 U.S.C. 2313).

\_\_ (10) [Reserved].

\_\_ (11)(i) 52.219-3, Notice of HUBZone Set-Aside or Sole-Source Award (Nov 2011) (15 U.S.C. 657a).

\_\_ (ii) Alternate I (Nov 2011) of 52.219-3.

\_\_ (12)(i) 52.219-4, Notice of Price Evaluation Preference for HUBZone Small Business Concerns (OCT 2014) (if the offeror elects to waive the preference, it shall so indicate in its offer) (15 U.S.C. 657a).

\_\_ (ii) Alternate I (JAN 2011) of 52.219-4.

- \_\_ (13) [Reserved]
- \_\_ (14)(i) 52.219-6, Notice of Total Small Business Set-Aside (Nov 2011) (15 U.S.C. 644).
  - \_\_ (ii) Alternate I (Nov 2011).
  - \_\_ (iii) Alternate II (Nov 2011).
- \_\_ (15)(i) 52.219-7, Notice of Partial Small Business Set-Aside (June 2003) (15 U.S.C. 644).
  - \_\_ (ii) Alternate I (Oct 1995) of 52.219-7.
  - \_\_ (iii) Alternate II (Mar 2004) of 52.219-7.
- X (16) 52.219-8, Utilization of Small Business Concerns (Oct 2014) (15 U.S.C. 637(d)(2) and (3)).
- \_\_ (17)(i) 52.219-9, Small Business Subcontracting Plan (Oct 2014) (15 U.S.C. 637(d)(4)).
  - \_\_ (ii) Alternate I (Oct 2001) of 52.219-9.
  - \_\_ (iii) Alternate II (Oct 2001) of 52.219-9.
  - \_\_ (iv) Alternate III (Oct 2014) of 52.219-9.
- \_\_ (18) 52.219-13, Notice of Set-Aside of Orders (Nov 2011)(15 U.S.C. 644(r)).
- X (19) 52.219-14, Limitations on Subcontracting (Nov 2011) (15 U.S.C. 637(a)(14)).
- \_\_ (20) 52.219-16, Liquidated Damages-Subcon-tracting Plan (Jan 1999) (15 U.S.C. 637(d)(4)(F)(i)).
- X (21) 52.219-27, Notice of Service-Disabled Veteran-Owned Small Business Set-Aside (Nov 2011) (15 U.S.C. 657 f).
- X (22) 52.219-28, Post Award Small Business Program Rerepresentation (Jul 2013) (15 U.S.C. 632(a)(2)).
- \_\_ (23) 52.219-29, Notice of Set-Aside for Economically Disadvantaged Women-Owned Small Business (EDWOSB) Concerns (Jul 2013) (15 U.S.C. 637(m)).
- \_\_ (24) 52.219-30, Notice of Set-Aside for Women-Owned Small Business (WOSB) Concerns Eligible Under the WOSB Program (Jul 2013) (15 U.S.C. 637(m)).
- X (25) 52.222-3, Convict Labor (June 2003) (E.O. 11755).
- \_\_ (26) 52.222-19, Child Labor-Cooperation with Authorities and Remedies (Jan 2014) (E.O. 13126).
- X (27) 52.222-21, Prohibition of Segregated Facilities (Apr 2015).
- X (28) 52.222-26, Equal Opportunity (Apr 2015) (E.O. 11246).
- X (29) 52.222-35, Equal Opportunity for Veterans (Jul 2014)(38 U.S.C. 4212).
- X (30) 52.222-36, Equal Opportunity for Workers with Disabilities (Jul 2014) (29 U.S.C. 793).
- X (31) 52.222-37, Employment Reports on Veterans (JUL 2014) (38 U.S.C. 4212).
- X (32) 52.222-40, Notification of Employee Rights Under the National Labor Relations Act (Dec 2010) (E.O. 13496).
- X (33)(i) 52.222-50, Combating Trafficking in Persons (Mar 2015) (22 U.S.C. chapter 78 and E.O. 13627).
  - \_\_ (ii) Alternate I (Mar 2015) of 52.222-50 (22 U.S.C. chapter 78 and E.O. 13627).
- X (34) 52.222-54, Employment Eligibility Verification (AUG 2013). (Executive Order 12989). (Not applicable to the acquisition of commercially available off-the-shelf items or certain other types of commercial items as prescribed in 22.1803.)

\_X\_ (35)(i) 52.223-9, Estimate of Percentage of Recovered Material Content for EPA–Designated Items (May 2008) (42 U.S.C. 6962(c)(\_\_\_\_\_3)(A)(ii)). (Not applicable to the acquisition of commercially available off-the-shelf items.)

\_\_\_ (ii) Alternate I (May 2008) of 52.223-9 (42 U.S.C. 6962(i)(2)(C)). (Not applicable to the acquisition of commercially available off-the-shelf items.)

\_X\_ (36)(i) 52.223-13, Acquisition of EPEAT®-Registered Imaging Equipment (JUN 2014) (E.O.s 13423 and 13514).

\_\_\_ (ii) Alternate I (Jun 2014) of 52.223-13.

\_\_\_ (37)(i) 52.223-14, Acquisition of EPEAT®-Registered Televisions (JUN 2014) (E.O.s 13423 and 13514).

\_\_\_ (ii) Alternate I (Jun 2014) of 52.223-14.

\_X\_ (38) 52.223-15, Energy Efficiency in Energy-Consuming Products (DEC 2007) (42 U.S.C. 8259b).

\_X\_ (39)(i) 52.223-16, Acquisition of EPEAT®-Registered Personal Computer Products (JUN 2014) (E.O.s 13423 and 13514).

\_\_\_ (ii) Alternate I (Jun 2014) of 52.223-16.

\_X\_ (40) 52.223-18, Encouraging Contractor Policies to Ban Text Messaging While Driving (AUG 2011) (E.O. 13513).

\_\_\_ (41) 52.225-1, Buy American-Supplies (May 2014) (41 U.S.C. chapter 83).

\_\_\_ (42)(i) 52.225-3, Buy American-Free Trade Agreements-Israeli Trade Act (May 2014) (41 U.S.C. chapter 83, 19 U.S.C. 3301 note, 19 U.S.C. 2112 note, 19 U.S.C. 3805 note, 19 U.S.C. 4001 note, Pub. L. 103-182, 108-77, 108-78, 108-286, 108-302, 109-53, 109-169, 109-283, 110-138, 112-41, 112-42, and 112-43).

\_\_\_ (ii) Alternate I (May 2014) of 52.225-3.

\_\_\_ (iii) Alternate II (May 2014) of 52.225-3.

\_\_\_ (iv) Alternate III (May 2014) of 52.225-3.

\_\_\_ (43) 52.225-5, Trade Agreements (NOV 2013) (19 U.S.C. 2501, et seq., 19 U.S.C. 3301 note).

\_x\_ (44) 52.225-13, Restrictions on Certain Foreign Purchases (June 2008) (E.O.'s, proclamations, and statutes administered by the Office of Foreign Assets Control of the Department of the Treasury).

\_\_\_ (45) 52.225-26, Contractors Performing Private Security Functions Outside the United States (Jul 2013) (Section 862, as amended, of the National Defense Authorization Act for Fiscal Year 2008; 10 U.S.C. 2302 Note).

\_\_\_ (46) 52.226-4, Notice of Disaster or Emergency Area Set-Aside (Nov 2007) (42 U.S.C. 5150).

\_\_\_ (47) 52.226-5, Restrictions on Subcontracting Outside Disaster or Emergency Area (Nov 2007) (42 U.S.C. 5150).

\_\_\_ (48) 52.232-29, Terms for Financing of Purchases of Commercial Items (Feb 2002) (41 U.S.C. 4505, 10 U.S.C. 2307(f)).

\_\_\_ (49) 52.232-30, Installment Payments for Commercial Items (Oct 1995) (41 U.S.C. 4505, 10 U.S.C. 2307(f)).

\_X\_ (50) 52.232-33, Payment by Electronic Funds Transfer-System for Award Management (Jul 2013) (31 U.S.C. 3332).

\_\_\_ (51) 52.232-34, Payment by Electronic Funds Transfer-Other than System for Award Management (Jul 2013) (31 U.S.C. 3332).

\_\_\_ (52) 52.232-36, Payment by Third Party (May 2014) (31 U.S.C. 3332).

\_\_\_ (53) 52.239-1, Privacy or Security Safeguards (Aug 1996) (5 U.S.C. 552a).

\_\_\_ (54)(i) 52.247-64, Preference for Privately Owned U.S.-Flag Commercial Vessels (Feb 2006) (46 U.S.C. Appx. 1241(b) and 10 U.S.C. 2631).

\_\_\_ (ii) Alternate I (Apr 2003) of 52.247-64.

(c) The Contractor shall comply with the FAR clauses in this paragraph (c), applicable to commercial services, that the Contracting Officer has indicated as being incorporated in this contract by reference to implement provisions of law or Executive orders applicable to acquisitions of commercial items:

[Contracting Officer check as appropriate.]

\_X\_ (1) 52.222-17, Nondisplacement of Qualified Workers (May 2014)(E.O. 13495).

\_X\_ (2) 52.222-41, Service Contract Labor Standards (May 2014) (41 U.S.C. chapter 67).

\_X\_ (3) 52.222-42, Statement of Equivalent Rates for Federal Hires (May 2014) (29 U.S.C. 206 and 41 U.S.C. chapter 67).

*This Statement is for Information Only:*

*It is not a Wage Determination*

Employee Class	Wage	Fringe
13062 Media Specialist II	\$15.77/hour	36.25%
13063 Media Specialist III	\$17.58/hour	36.25%
13072 Photographer II	\$15.77/hour	36.25%
13073 Photographer III	\$19.54/hour	36.25%
13074 Photographer IV	\$23.90/hour	36.25%
13075 Photographer V	\$28.92/hour	36.25%
13110 Video Teleconference Technician	\$14.10/hour	36.25%
14042 Computer Operator II	\$15.77/hour	36.25%
14043 Computer Operator III	\$17.58/hour	36.25%
14044 Computer Operator IV	\$19.54/hour	36.25%
14045 Computer Operator V	\$21.64/hour	36.25%
14150 Peripheral Equipment Operator	\$14.10/hour	36.25%

\_X\_ (4) 52.222-43, Fair Labor Standards Act and Service Contract Labor Standards-Price Adjustment (Multiple Year and Option Contracts) (May 2014) (29 U.S.C. 206 and 41 U.S.C. chapter 67).

\_\_\_ (5) 52.222-44, Fair Labor Standards Act and Service Contract Labor Standards-Price Adjustment (May 2014) (29 U.S.C. 206 and 41 U.S.C. chapter 67).

\_\_\_ (6) 52.222-51, Exemption from Application of the Service Contract Labor Standards to Contracts for Maintenance, Calibration, or Repair of Certain Equipment-Requirements (May 2014) (41 U.S.C. chapter 67).

\_\_\_ (7) 52.222-53, Exemption from Application of the Service Contract Labor Standards to Contracts for Certain Services-Requirements (May 2014) (41 U.S.C. chapter 67).

\_X\_ (8) 52.222-55, Minimum Wages Under Executive Order 13658 (Dec 2014)(E.O. 13658).

\_\_\_ (9) 52.226-6, Promoting Excess Food Donation to Nonprofit Organizations (May 2014) (42 U.S.C. 1792).

\_\_\_ (10) 52.237-11, Accepting and Dispensing of \$1 Coin (Sept 2008) (31 U.S.C. 5112(p)(1)).

(d) Comptroller General Examination of Record. The Contractor shall comply with the provisions of this paragraph (d) if this contract was awarded using other than sealed bid, is in excess of the simplified acquisition threshold, and does not contain the clause at 52.215-2, Audit and Records-Negotiation.

(1) The Comptroller General of the United States, or an authorized representative of the Comptroller General, shall have access to and right to examine any of the Contractor's directly pertinent records involving transactions related to this contract.

(2) The Contractor shall make available at its offices at all reasonable times the records, materials, and other evidence for examination, audit, or reproduction, until 3 years after final payment under this contract or for any shorter period specified in FAR Subpart 4.7, Contractor Records Retention, of the other clauses of this contract. If this contract is completely or partially terminated, the records relating to the work terminated shall be made available for 3 years after any resulting final termination settlement. Records relating to appeals under the disputes clause or to litigation or the settlement of claims arising under or relating to this contract shall be made available until such appeals, litigation, or claims are finally resolved.

(3) As used in this clause, records include books, documents, accounting procedures and practices, and other data, regardless of type and regardless of form. This does not require the Contractor to create or maintain any record that the Contractor does not maintain in the ordinary course of business or pursuant to a provision of law.

(e)(1) Notwithstanding the requirements of the clauses in paragraphs (a), (b), (c), and (d) of this clause, the Contractor is not required to flow down any FAR clause, other than those in this paragraph (e)(1) in a subcontract for commercial items. Unless otherwise indicated below, the extent of the flow down shall be as required by the clause-

(i) 52.203-13, Contractor Code of Business Ethics and Conduct (Apr 2010) (41 U.S.C. 3509).

(ii) 52.219-8, Utilization of Small Business Concerns (Oct 2014) (15 U.S.C. 637(d)(2) and (3)), in all subcontracts that offer further subcontracting opportunities. If the subcontract (except subcontracts to small business concerns) exceeds \$650,000 (\$1.5 million for construction of any public facility), the subcontractor must include 52.219-8 in lower tier subcontracts that offer subcontracting opportunities.

(iii) 52.222-17, Nondisplacement of Qualified Workers (May 2014) (E.O. 13495). Flow down required in accordance with paragraph (l) of FAR clause 52.222-17.

(iv) 52.222-21, Prohibition of Segregated Facilities (Apr 2015)

(v) 52.222-26, Equal Opportunity (Apr 2015) (E.O. 11246).

(vi) 52.222-35, Equal Opportunity for Veterans (Jul 2014) (38 U.S.C. 4212).

(vii) 52.222-36, Equal Opportunity for Workers with Disabilities (Jul 2014) (29 U.S.C. 793).

(viii) 52.222-37, Employment Reports on Veterans (Jul 2014) (38 U.S.C. 4212)

(ix) 52.222-40, Notification of Employee Rights Under the National Labor Relations Act (Dec 2010) (E.O. 13496). Flow down required in accordance with paragraph (f) of FAR clause 52.222-40.



(x) 52.222-41, Service Contract Labor Standards (May 2014) (41 U.S.C. chapter 67).

(xi)

\_\_\_(A) 52.222-50, Combating Trafficking in Persons (Mar 2015) (22 U.S.C. chapter 78 and E.O 13627).

\_\_\_(B) Alternate I (Mar 2015) of 52.222-50 (22 U.S.C. chapter 78 and E.O 13627).

(xii) 52.222-51, Exemption from Application of the Service Contract Labor Standards to Contracts for Maintenance, Calibration, or Repair of Certain Equipment-Requirements (May 2014) (41 U.S.C. chapter 67).

(xiii) 52.222-53, Exemption from Application of the Service Contract Labor Standards to Contracts for Certain Services-Requirements (May 2014) (41 U.S.C. chapter 67).

(xiv) 52.222-54, Employment Eligibility Verification (AUG 2013).

(xv) 52.222-55, Minimum Wages Under Executive Order 13658 (Dec 2014) (Executive Order 13658).

(xvi) 52.225-26, Contractors Performing Private Security Functions Outside the United States (Jul 2013) (Section 862, as amended, of the National Defense Authorization Act for Fiscal Year 2008; 10 U.S.C. 2302 Note).

(xvii) 52.226-6, Promoting Excess Food Donation to Nonprofit Organizations (May 2014) (42 U.S.C. 1792). Flow down required in accordance with paragraph (e) of FAR clause 52.226-6.

(xviii) 52.247-64, Preference for Privately Owned U.S.-Flag Commercial Vessels (Feb 2006) (46 U.S.C. Appx. 1241(b) and 10 U.S.C. 2631). Flow down required in accordance with paragraph (d) of FAR clause 52.247-64.

(2) While not required, the contractor may include in its subcontracts for commercial items a minimal number of additional clauses necessary to satisfy its contractual obligations.

(End of clause)

#### **ADDENDUM TO FAR CLAUSE 52.212-4**

##### **1. NOTICE Listing Contract Clauses Incorporated by Reference**

###### **NOTICE:**

The following solicitation provisions and/or contract clauses pertinent to this section are hereby incorporated by reference:

###### **FEDERAL ACQUISITION REGULATION (48 CFR CHAPTER 1)**

<b>Number</b>	<b>Date</b>	<b>Title</b>
52.203-3	APR 1984	GRATUITIES
52.204-4	MAY 2011	PRINTED OR COPIED DOUBLE-SIDED ON POSTCONSUMER FIBER CONTENT PAPER
52.204-9	JAN 2011	PERSONAL IDENTITY VERIFICATION OF CONTRACTOR PERSONNEL
52.215-15	OCT 2010	PENSION ADJUSTMENT AND ASSET REVERSIONS

52.215-18	JUL 2005	REVERSION OR ADJUSTMENT OF PLANS FOR POSTRETIREMENT BENEFITS (PRB) OTHER THAN PENSIONS
52.215-19	OCT 1997	NOTIFICATION OF OWNERSHIP CHANGES
52.215-21	OCT 2010	<p>REQUIREMENTS FOR COST OF PRICING DATA OR INFORMATION OTHER THAN COST OR PRICING DATA – MODIFICATIONS – ALTERNATE IV (OCT 2010)</p> <p>(a) Submission of certified cost or pricing data is not required.</p> <p>(b) Provide information described below.</p> <ol style="list-style-type: none"> <li>1. Direct Labor</li> <li>2. Indirect Costs</li> <li>3. Travel Expenses</li> <li>4. Subcontracts</li> <li>5. Equipment, Facilities &amp; Special Equipment, Including Tooling</li> <li>6. Other Direct Costs (ODC)</li> </ol>
52.217-8	NOV 1999	OPTION TO EXTEND SERVICES <b><u>Within 30 Days</u></b>
52.223-2	SEP 2013	AFFIRMATIVE PROCUREMENT OF BIOBASED PRODUCTS UNDER SERVICE AND CONSTRUCTION CONTRACTS
52.223-3	JAN 1997	HAZARDOUS MATERIAL IDENTIFICATION AND MATERIAL SAFETY DATA ALTERNATIVE I
52.223-5	MAY 2011	POLLUTION PREVENTION AND RIGHT-TO-KNOW INFORMATION
52.223-10	MAY 2011	WASTE REDUCTION PROGRAM
52.223-17	MAY 2008	AFFIRMATIVE PROCUREMENT OF EPA-DESIGNATED ITEMS IN SERVICE AND CONSTRUCTION CONTRACTS
52.228-5	JAN 1997	INSURANCE – WORK ON A GOVERNMENT INSTALLATION
52.237-2	APR 1984	PROTECTION OF GOVERNMENT BUILDING, EQUIPMENT, AND VEGETATION
52.237-3	JAN 1991	CONTINUITY OF SERVICES
52.242-13	JUL 1995	BANKRUPTCY
52.242-15	AUG 1989	STOP-WORK ORDER
52.246-4	AUG 1996	INSPECTION OF SERVICES – FIXED-PRICE

ENVIRONMENTAL PROTECTION AGENCY ACQUISITION REGULATION (EPAAR) (48 CFR  
CHAPTER 15)

Number	Date	Title
1552.203-71	AUG 2000	DISPLAY OF EPA OFFICE OF INSPECTOR GENERAL HOTLINE POSTER
1552.208-70	DEC 2005	PRINTING
1552.209-71	MAY 1994	ORGANIZATIONAL CONFLICT OF INTEREST

1552.211-70	OCT 2000	REPORTS OF WORK
1552.211-79	OCT 2000	COMPLIANCE WITH EPA POLICIES FOR INFORMATION RESOURCES MANAGEMENT
1552.224-70	APR 1984	SOCIAL SECURITY NUMBERS OF CONSULTANTS AND CERTAIN SOLE PROPRIETORS AND PRIVACY ACT STATEMENT
1552.233-70	JUL 1999	NOTICE OF FILING REQUIREMENTS FOR AGENCY PROTESTS
1552.209-70	APR 1984	ORGANIZATIONAL CONFLICT OF INTEREST NOTIFICATION
1552.209-74	APR 2004	LIMITATION OF FUTURE CONTRACTING
1552.237-76	JUN 1999	GOVERNMENT-CONTRACTOR RELATIONS

## 2. FAR 52.252-2 – CLAUSES INCORPORATED BY REFERENCE (FEB 1998)

This contract incorporates one or more clauses by reference, with the same force and effect as if they were given in full text. Upon request, the Contracting Officer will make their full text available. Also, the full text of a clause may be accessed electronically at this/these address(es):

FAR CLAUSES: <http://farsite.hill.af.mil/vffara.htm>

EPAAR CLAUSES: <http://farsite.hill.af.mil/vfepaara.htm>

## 3. FAR 52.252-6 – AUTHORIZED DEVIATIONS IN CLAUSES (APR 1984)

(a) The use in this solicitation or contract of any Federal Acquisition Regulation (48 CFR Chapter 1) clause with an authorized deviation is indicated by the addition of “DEVIATION” after the date of the clause.

(b) The use in this solicitation or contract of any Environmental Protection Agency (48 CFR Chapter 15) clause with an authorized deviation is indicated by the addition of “DEVIATION” after the name of the regulation.

## 4. EPAAR 1552.217-77 OPTION TO EXTEND THE TERM OF THE CONTRACT-- FIXED PRICE (OCT 2000)

The Government has the option to extend the term of this contract for \_4\_ additional period(s). If more than \_60\_ days remain in the contract period of performance, the Government, without prior written notification, may exercise this option by issuing a contract modification. To exercise this option within the last \_60\_ days of the period of performance, the Government must provide to the Contractor written notification prior to that last \_60\_-day period. This preliminary notification does not commit the Government to exercising the option. Use of an option will result in the following contract modifications:

(a) The "Period of Performance" clause will be amended as follows to cover the Base and Option Periods:

Period	Start date	End date
Option Period I	10/01/16	09/30/17
Option Period II	10/01/17	09/30/18
Option Period III	10/01/18	09/30/19

Option Period IV      10/01/19      09/30/20

(b) During the option period(s) the Contractor shall provide the services described below:

Period	Attachment
All Periods	Attachment 1 - Performance Work Statement

(c) The "Consideration and Payment" clause will be amended to reflect increased fixed prices for each option period as follows:

Fixed price	Option period
Option Period I	<b>To be filled in at Award</b>
Option Period II	<b>To be filled in at Award</b>
Option Period III	<b>To be filled in at Award</b>
Option Period IV	<b>To be filled in at Award</b>

(End of clause)

#### **5. EPAAR 1552.237-71 TECHNICAL DIRECTION (APR 1984)**

(a) The Project Officer will provide technical direction on contract performance. Technical direction includes:

(1) Direction to the Contractor which assists him in accomplishing the Statement of Work.

(2) Comments on and approval of reports or other deliverables.

(b) Technical direction must be within the contract Statement of Work. The Project Officer does not have the authority to issue technical direction which (1) institutes additional work outside the scope of the contract; (2) constitutes a change as defined in the "Changes" clause; (3) causes an increase or decrease in the estimated cost of the contract; (4) alters the period of performance; or (5) changes any of the other express terms or conditions of the contract.

(c) Technical direction will be issued in writing by the Project Officer or confirmed by him in writing within five (5) calendar days after verbal issuance.

(End of clause)

#### **6. EPAAR 1552.237-72 KEY PERSONNEL. (APR 1984)**

(a) The Contractor shall assign to this contract the following key personnel. Proposed Key Personnel must meet experience criteria as detailed:

Electronic Engineer:	<b>To be filled in at Award</b>
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Electronic Engineer (Program Manager), shall meet the minimum criteria of an AA/BS Degree in the Electronics, Computer Engineering or Audiovisual Engineering field with 4 years continuous experience or a total of 7 years continuous experience in the Audiovisual Support Services field including the design and implementation of such systems related to this field to include PC based audiovisual services.

(b) During the first ninety (90) days of performance, the Contractor shall make no substitutions of key personnel unless the substitution is necessitated by illness, death, or termination of employment. The Contractor shall notify the Contracting Officer within 15 calendar days after the occurrence of any of these events and provide the information required by paragraph (c) of this clause. After the initial 90-day period, the Contractor shall submit the information required by paragraph (c) to the Contracting Officer at least 15 days prior to making any permanent substitutions.

(c) The Contractor shall provide a detailed explanation of the circumstances necessitating the proposed substitutions, complete resumes for the proposed substitutes, and any additional information requested by the Contracting Officer. Proposed substitutes should have comparable qualifications to those of the persons being replaced. The Contracting Officer will notify the Contractor within 15 calendar days after receipt of all required information of the decision on substitutions. This clause will be modified to reflect any approved changes of key personnel.

(End of clause)

#### **7. EPAAR 1552.242-71 – CONTRACTOR PERFORMANCE EVALUATION (JUL 2011)**

In accordance with Federal Acquisition Regulation (FAR) Subpart 42.15 and EPAAR 1542.15, the EPA will prepare and submit past performance evaluations to the Past Performance Information Retrieval System (PPIRS). Evaluation reports will be documented not later than 120 days after the end of an evaluation period by using the Contractor Performance Assessment Reporting System (CPARS) which has connectivity with PPIRS. Contractors must register in CPARS in order to view/comment on their past performance reports.

#### **8. LOCAL CLAUSE EPA-C-10-101 STATEMENT OF WORK/PERFORMANCE WORK STATEMENT/SPECIFICATIONS**

The Contractor shall furnish the necessary personnel, material, equipment, services, and facilities (except as otherwise specified), to perform the required Audiovisual Services as outlined in Attachment 1.

#### **9. LOCAL CLAUSE EPA-C-10-103 INCORPORATION OF CONTRACTOR'S QUALITY ASSURANCE (QA) PLAN**

The Contractor shall adhere to the procedures set forth in its QA plan dated [To be filled in at time of award], which is incorporated by reference.

(End of Clause)

**10. LOCAL CLAUSE EPA-C-10-102 INCORPORATION OF CONTRACTOR'S  
TECHNICAL PROPOSAL**

Section(s) **[To be filled in at time of award]** of the Contractor's technical proposal entitled, **[To be filled in at time of award]** dated **[To be filled in at time of award]** is/are incorporated by reference and made a part of this contract. In the event of any inconsistency between the clauses of this contract and the Contractor's technical proposal, the contract clauses take precedence.

**11. LOCAL CLAUSE EPA-F-12-101 PERIOD OF PERFORMANCE**

The period of performance of this contract shall be the base period from November 1, 2015 to September 30, 2016.

**12. LOCAL CLAUSES EPA-G-42-101 CONTRACT ADMINISTRATION  
REPRESENTATIVES**

Contract-Level Contracting Officers Representatives (CORs)/Project Officers for this contract are as follows:

**COR/Project Officer: To be filled in at time of award**

**Mail Code:**

**Phone:**

**Email:**

**ACOR/Alternate Project Officer: To be filled in at time of award**

**Mail Code:**

**Phone:**

**Email:**

Contracting Officials responsible for administering this contract are as follows:

**Contracting Officer: To be filled in at time of award**

**Mail Code:**

**Phone:**

**Email:**

**Contract Specialist: To be filled in at time of award**

**Mail Code:**

**Phone:**

**Email:**

**13. LOCAL CLAUSE EPA-H-03-101 PROHIBITION ON CONTRACTING WITH ENTITIES THAT REQUIRE CERTAIN INTERNAL CONFIDENTIALITY AGREEMENTS**

(a) The Contractor shall not require employees or subcontractors seeking to report fraud, waste, or abuse to sign or comply with internal confidentiality agreements or statements prohibiting or otherwise restricting such employees or subcontractors from lawfully reporting such waste, fraud, or abuse to a designated investigative or law enforcement representative of a Federal department or agency authorized to receive such information.

(b) The Contractor shall notify employees that the prohibitions and restrictions of any internal confidentiality agreements covered by this clause are no longer in effect.

(c) The prohibition in paragraph (a) of this clause does not contravene requirements applicable to Standard Form 312, Form 4414, or any other form issued by a Federal department or agency governing the nondisclosure of classified information.

(d)(1) In accordance with section 743 of Division E, Title VII, of the Consolidated and Further Continuing Resolution Appropriations Act, 2015 (Pub. L. 113-235), use of funds appropriated (or otherwise made available) under that or any other Act may be prohibited, if the Government determines that the Contractor is not in compliance with the provisions of this clause.

(2) The Government may seek any available remedies in the event the Contractor fails to comply with the provisions of this clause.

(End of clause)

**14. LOCAL CLAUSE EPA-H-07-102 IDENTIFICATION OF ON-SITE CONTRACTOR EMPLOYEES (DEC 2001)**

All Contractor, subcontractor, and consultant personnel shall wear prominently displayed identification badges at all times when performing work on EPA property or attending meetings in the performance of this contract. The badge shall contain the individual's name, the company name and logo. When participating in such meetings (e.g., as a speaker, panel member), those individuals in Contractor employ must supplement physical identification (e.g., badges, place markers) with verbal announcements so that it is clear to the assembled group that they are employees of the Contractor, not Agency staff members. In addition, when working on EPA property, all contractor, subcontractor, and consultant personnel shall have signs visible on their desks or at their work sites that clearly state that they are not EPA employees.

**15. LOCAL CLAUSE EPA-H-07-103 NOTICE REGARDING PROHIBITED CONTRACTOR ACTIVITIES ON ENVIRONMENTAL PROTECTION AGENCY (EPA CONTRACTS)**

The Contractor shall not perform any of the following activities on behalf of EPA in connection with this contract:

1. The actual preparation of Congressional testimony.
2. The interviewing or hiring of individuals for employment at EPA.
3. Developing and/or writing of Position Descriptions and Performance Standards.
4. The actual determination of Agency policy.
5. Participating as a voting member on a Performance Evaluation Board; participating in and/or attending Award Fee meetings.
6. Preparing Award Fee Letters, even under typing services contracts.
7. The actual preparation of Award Fee Plans.
8. The preparation of documents on EPA Letterhead other than routine administrative correspondence.
9. Reviewing vouchers and invoices for the purposes of determining whether costs, hours, and work performed are reasonable.
10. The preparation of Statements of Work, Work Assignments, Technical Direction Documents, Delivery Orders, or any other work issuance document under a contract that the contractor is performing or may perform. Such a work issuance document, prepared by an EPA prime contractor under an EPA prime contract for its subcontractor, is exempt from this prohibition.
11. The actual preparation of responses to audit reports from the Inspector General, General Accounting Office, or other auditing entities.
12. Preparing responses to Congressional correspondence.
13. The actual preparation of responses to Freedom of Information Act requests, other than routine, non judgmental correspondence.
14. Any contract which authorizes a contractor to represent itself as EPA to outside parties.
15. Conducting administrative hearings.
16. Reviewing findings concerning the eligibility of EPA employees for security clearances.
17. The actual preparation of an office's official budget request.

**16. LOCAL CLAUSE EPA-H-09-101 CONTRACTOR DISCLOSURE REQUIREMENTS  
FOR CONFLICT OF INTEREST**

In submitting notices of potential corporate, affiliate or personal conflicts of interest, the Contractor shall answer each of the following questions as thoroughly as possible. If necessary, the Contracting Officer may request additional information. If a particular question does not apply to the particular situation, the Contractor shall reply by writing "Not Applicable" rather than by making no response.



The Contractor shall forward a copy of the company's answers to both the Contracting Officer and the Project Officer. Subcontractors must submit their answers to the EPA through the Prime contractor. This information, however, may be marked confidential and sent in a sealed and numbered envelope which is to be opened only by the Contracting Officer. All EPA decisions regarding the notifications will be sent to the prime contractor in writing. The prime contractor shall be responsible for forwarding the Contracting Officer's decision to the subcontractor.

1. During the past three (3) calendar years, has the company or any employees that will be working at this site performed work at this site/facility? If the answer is 'yes', describe, in detail, the nature of work the company or employee(s) performed and provide the names of the employee(s); the dates the work took place and identify the client(s) for whom the work was performed. Note: For reporting purposes, all clients including Commercial, Federal, State or local entities other than the EPA should be included in the check for potential conflict of interest.
2. For any work identified in question 1 that was performed by the company, provide the approximate dollar value of work performed for each client as well as the company's annual sales by fiscal year.
3. With whom has this potential conflict of interest been discussed (include EPA personnel, legal advisors, etc.)?
4. Provide, if relevant, information regarding how the company's organizational structure and/or management system affects its knowledge of possible conflicts or interest relating to other divisions or sections of the organization and how that structure or system could prevent or mitigate/neutralize potential conflicts of interest.
5. Provide an update of any significant change in control or ownership of the company since the submission of information for responsibility determination.
6. Provide any additional information which may be pertinent to this request.

When submitting responses to these questions, the Contractor shall provide the name and telephone number of someone in the company who is knowledgeable with regard to this notice of potential conflict of interest.

(End of clause)

#### **17. LOCAL CLAUSE EPA-H-09-107 UNPAID FEDERAL TAX LIABILITY & FELONY CRIMINAL VIOLATION CERTIFICATION (APR 2012)**

(a) In order to meet the requirements of Sections 433 and 434 of Division E of the Consolidated Appropriations Act, 2012 (Pub.L. 112-74); 2013 Continuing Appropriations Resolution (Pub.L. 112-175); Consolidated and Further Continuing Appropriations Act, 2013 (Pub.L. 113-6); and Continuing Appropriations Act, 2014 (Pub.L. 113-46), the contractor shall provide the contracting officer a certification whereby the contractor certifies:

- (i) It is not a corporation that has been convicted (or had an officer or agent of such corporation acting on behalf of the corporation convicted) of a felony criminal violation under any Federal law within the preceding 24 months; and
- (ii) It is not a corporation that has any unpaid Federal tax liability that has been assessed, for which all judicial and administrative remedies have been exhausted or have lapsed, and that is not being paid in a timely manner pursuant to an agreement with the authority responsible for collecting the tax liability.
- (b) Failure of the contractor to furnish a certification or provide such additional information as requested by the Contracting Officer may render the contractor ineligible for FY 2012, 2013, 2014 or subsequent FY contract funding.
- (c) The contractor has a continuing obligation to update the subject certification as required.

(End of Clause)

#### **18. LOCAL CLAUSE EPA-H-23-101 ENVIRONMENTAL PREFERENCE PRACTICE**

The contractor shall, to the greatest extent practicable, utilize environmentally preferable practices in its course of business. "Environmentally preferable" is defined as products or services that have a lesser or reduced effect on human health and the environment when compared with competing products or services that serve the same purpose. This comparison may consider raw materials acquisition, production, manufacturing, packaging, distribution, reuse, operation, maintenance, or disposal of the product or service. Consideration of environmentally preferable practices must be consistent with price, performance, availability, and safety conditions.

(End of Clause)

#### **19. LOCAL CLAUSE EPA-H-28-106 INSURANCE – WORK ON A GOVERNMENT INSTALLATION**

The Contractor's insurance requirements of Clause 52.228-5, Insurance--Work on a Government Installation (JAN 1997), shall be as follows:

At a minimum, the Contractor shall procure and maintain the following types and amounts of insurance:

- (1) Workmen's compensation and occupational disease insurance in amounts sufficient to satisfy Federal and State laws;
- (2) Employer's liability insurance of at least \$100,000, except in States with exclusive or monopolistic funds that do not permit workers' compensation to be written by private carriers;
- (3) General liability insurance for bodily injury liability coverage written on the comprehensive form of policy of at least \$500,000 per occurrence; and
- (4) Automobile liability insurance written on the comprehensive form of policy providing for bodily

injury and property damage liability covering the operation of all automobiles used in connection with performance of the contract of at least \$200,000 per person and \$500,000 per occurrence for bodily injury and \$20,000 per occurrence for property damage. The amount of liability coverage on other policies shall be commensurate with any legal requirements of the locality and sufficient to meet normal and customary claims.

(End of Clause)

## **20. LOCAL CLAUSE EPA-H-39-101 CONTRACTOR ACCESS TO EPA COMPUTERS**

The personnel listed below have been authorized access to EPA computers in the performance of this contract. In the event of changes to this listing through a reassignment, resignation, termination, completion of a task or any other reason making such access unnecessary, the Contractor shall immediately notify the Contracting Officer.

[List of personnel with authorization to access EPA computers is to be filled in at time of award.]

(End of Clause)

## **21. LOCAL CLAUSE EPA-H-42-102 UTILIZATION OF FEDCONNECT FOR CONTRACT ADMINISTRATION**

EPA will utilize the FedConnect® web portal in administering this contract. The contractor must be registered in FedConnect® and have access to the FedConnect website located at <https://www.fedconnect.net/Fedconnect/>. For assistance in registering or for other FedConnect® technical questions please call the FedConnect® Help Desk at (800) 899-6665 or email at [support@fedconnect.net](mailto:support@fedconnect.net).

(End of clause)

## **22. LOCAL CLAUSE EPA-H-42-103 TEMPORARY CLOSURE OF EPA FACILITIES**

(a)(1) The Environmental Protection Agency observes the following days as federal holidays. The term 'Federal holidays' as used in this clause shall mean only the following enumerated days and any other days hereafter declared National holidays by the President of the United States. Holidays falling on a Sunday will be observed on the following Monday. Holidays falling on a Saturday will be observed on the preceding Friday.

January 1 - New Year's Day  
January - Third Monday - Martin Luther King Day  
February - Third Monday - Washington's Birthday  
May - Last Monday - Memorial Day  
July 4 - Independence Day  
September - First Monday - Labor Day  
October - Second Monday - Columbus Day  
November 11 - Veterans Day

November - Fourth Thursday - Thanksgiving Day  
December 25 - Christmas Day

(2) Holiday observances of such days by Government personnel shall not be cause for additional period of performance or entitlement to compensation except as set forth in the contract. If the Contractor's personnel work on a holiday, no form of holiday or other premium compensation will be reimbursed either as a direct or indirect cost, unless authorized pursuant to an overtime clause elsewhere in the contract.

(b)(1) EPA may close an EPA facility for all or a portion of a business day as a result of:

- (i) Granting administrative leave to non-essential EPA employees (e.g., unanticipated holiday);
- (ii) Inclement weather;
- (iii) Failure of Congress to appropriate operational funds;
- (iv) Any other day designated by Federal law, Executive Order or Presidential Proclamation; or
- (v) Other reason as determined by the EPA (e.g., designated furlough day for federal workers).

(2) In such cases, Contractor personnel not determined by the Contracting Officer to be excepted (e.g., not performing mission-critical round-the-clock services/tasks) who are not already on duty at the facility shall not report to the facility. Such Contractor personnel already present shall be dismissed and shall leave the facility.

(3) The Contractor agrees to continue to provide sufficient personnel to perform round-the-clock requirements of mission-critical services/tasks already in operation or scheduled for performance during the period in which EPA employees are dismissed, and shall be guided by any specific instructions of the Contracting Officer or his/her duly authorized representative. In formulating instructions the Contracting Officer or authorized representative may consider recommendations from regional/local EPA facilities management/operations staff.

(c) When Contractor personnel services are not required or provided due to closure of an EPA facility as described in paragraph (b), the contract price will be adjusted as follows:

(1) For fixed-price contracts, deductions in the Contractor's price will be computed as appropriate for the particular firm fixed price contract in question, e.g.,

(i) The deduction rate in dollars per day will be equal to the per-month contract price divided by 21 days per month. (In this example, the 21-days-per-month figure was calculated as follows:  
 $365 \text{ calendar days/year} - 10 \text{ Federal holidays} - 104 \text{ Saturdays/Sundays} = 251 \text{ days/12 months}$   
 $= 20.92 \text{ days/month, rounded up to 21 days/month}$ )

(ii) The deduction rate in dollars per day will be multiplied by the number of days services are not required or provided. If services are provided for portions of days, appropriate adjustment will be made by the Contracting Officer to ensure that the Contractor is compensated for services provided.

(2) For cost-reimbursement, time-and-materials and labor-hour type contracts, EPA shall not reimburse, as direct costs, salaries or wages of Contractor personnel for the period during which such personnel are dismissed from, or do not have access to, the facility.

(d) The Contractor shall place identical requirements, including this paragraph, in all subcontracts that require performance of work on-site unless otherwise instructed by the Contracting Officer.

(End of clause)

### **23. LOCAL CLAUSE EPA-H-44-101 TEAM SUBCONTRACTOR AGREEMENTS**

The contractor shall provide, within five (5) calendar days of award notice, one copy of each proposed team subcontract agreement, when applicable, to the Contracting Officer. A copy of the executed team subcontract and any subsequent modifications shall also be provided to the Contracting Officer within 10 days of execution.

(End of clause)

### **24. INVOICE SUBMITTAL**

See the following website for instructions on electronic submittal of invoices.

<http://www.epa.gov/ocfo/finservices/contracts.htm>

**LIST OF CONTRACT DOCUMENTS, EXHIBITS OR ATTACHMENTS****1. LOCAL CLAUSE EPA-J-52-101 LIST OF ATTACHMENTS**

Attachment Number	Attachment Title	Number of Pages
1	Performance Work Statement	3
2	Performance Requirements Summary	1
3	Wage Determination – Collective Bargaining Agreement (CBA)	8
4	Access to Government Property List	11
5	List of Conference Spaces	1
6	Corporate Experience Matrix	1
7	Client Authorization Letters	1
8	Past Performance Questionnaire	2
9	Pre Proposal Conference Information Packet Instructions	5
10	Visitor Management System Template	1
11	Personally Owned Equipment Temporary Authorization	1
12	Historical Information	1

(End of clause)

## SOLICITATION PROVISIONS

### 1. NOTICE Listing Contract Provisions Incorporated by Reference

#### NOTICE:

The following solicitation provisions and/or contract clauses pertinent to this section are hereby incorporated by reference:

#### FEDERAL ACQUISITION REGULATION (48 CFR CHAPTER 1)

Number	Date	Title
52.212-1	Apr 2014	Instructions to Offerors -- Commercial Items
		Refer to Local Provision EPA-L-36-101 for Proposal Instructions

### ADDENDUM TO FAR PROVISION 52.212-1

#### A. LOCAL PROVISION EPA-L-36-101 PROPOSAL INSTRUCTIONS -- Alternate III (MAR 2013)

##### (a) Proposal Instructions

- (1) The offeror's response is to be submitted in two volumes. The technical proposal is to be separate from the cost proposal. Responses are subject to the following requirements and limitations as set forth below:

VOLUME	TITLE	NUMBER OF HARDCOPIES	DISK(S)	FEDCONNECT
I	Technical Proposal	Original and 3 copies	1	yes
II	Cost Proposal	Original and 3 copies	1	yes

The electronic transmission of data noted above (DISK and FEDCONNECT) shall include a complete copy of all data as submitted within the original hardcopy of the technical and cost proposals. Please submit electronic transmission of data within the following file formats: Microsoft Word, Adobe PDF and/or Microsoft Excel.

- (2) Offerors shall complete offer Blocks 12, 17, and 30 on the SF1449 form with a signature with the acceptance period and discount terms. Offeror's shall include a cover letter with their proposal. The cover letter shall include, but is not limited to, the following:

- (i) The solicitation number;
- (ii) The name, address, telephone numbers, facsimile numbers, and electronic addresses of the Offeror;

- (iii) Names, titles, telephone numbers, facsimile numbers, and electronic addresses of persons authorized to negotiate with the Government on the Offeror's behalf in connection with this Solicitation;
- (iv) Name, title, and signature of person authorized to sign the proposal. Proposals signed by an agent shall be accompanied by evidence of that agent's authority;
- (v) Name, title, and signature of principals of the firm;
- (vi) The name, address, telephone number, facsimile number, and electronic address of the individual in the Offeror's organization to be contacted, if necessary, during evaluation of the proposal;

Note: An offeror should include the payment address within the proposal, if it is different from that shown for the offeror.

- (vii) The complete formal name and address of the Offeror's organization and/or other participants to be used in any resulting contract. Provide Dun and Bradstreet LTD DUNS number for each organization and new entity if one is being created;
- (viii) The name, address, telephone numbers, facsimile numbers, and electronic addresses of representatives of the Government agency having administrative cognizance over the Offeror, contractor team arrangement (as defined at FAR 9.601), or parent company, as applicable (such as contract administration within the meaning of FAR 42.3, Audit, and Equal Employment Opportunity); and
- (ix) A statement that the Offeror grants to the EPA or its authorized representatives, the right to examine, for purposes of verifying the information submitted, those books, records, documents, and other supporting data that will permit adequate evaluation; and this right may be exercised in connection with any such reviews deemed necessary by the Government.
- (x) Acknowledgement of all amendments

(3) Notwithstanding any other provision or clause in this solicitation to the contrary, the original technical and cost proposal shall be submitted via the FedConnect® web portal ([www.fedconnect.net](http://www.fedconnect.net)) as the official submission. In order to submit the original proposal via FedConnect®, offerors must register in Fedconnect at [www.fedconnect.net](http://www.fedconnect.net), see main page of FedConnect® website for registration instructions. For assistance in registering or for other FedConnect® technical questions please call the FedConnect® Help Desk at (800) 899-6665 or email at [support@fedconnect.net](mailto:support@fedconnect.net).

(4) Copies of the proposals shall be provided in hard copy, single spaced, and prepared on 8 1/2" X 11" recycled paper, consistent with the requirements of the clause "Printing Or Copied Double-Sided on Recycled Paper." Two-sided printing is required, except on any foldouts. If foldout pages are used, they shall not exceed 11" X 17". Each offeror shall use Times New Roman 12-point type on narratives, although smaller type size may be used for tables and figures. All page margins shall



not be less than one inch, excluding page number(s). Hard copies of the proposals shall be submitted to one of the below addresses:

- (i) For those mailed through the U. S. Postal Service -

U.S. Environmental Protection Agency

Attn: Ryan Rodriguez

RTP Procurement Operations Division (Mail Code: AA005)

109 T.W. Alexander Drive

Research Triangle Park, NC 27711

- (ii) For those sent by Courier or Hand Carried -

U.S. Environmental Protection Agency

Attn: Ryan Rodriguez

RTP Procurement Operations Division

4930 Page Road

Durham, NC 27703

- (iii) NOTE: There must be an annotation on the face of the package which shows the RFP number and the closing date.

- (iv) All contractors and subcontractors must be enrolled in SAM (System for Award Management) in order to be considered for this award. Go to <https://www.sam.gov> to enroll electronically.

- (v) Statement of Proposal Validity Period: The proposal shall be valid for no less than 90 Calendar Days from the proposal due date. The offeror shall make a clear statement that the proposal is valid for 90 Calendar Days from the proposal due date.

(b) Volume-Specific Instructions

(1) Technical Proposal Instructions -

- (i) The technical proposal shall include the Contractor's responses to the criteria/factors listed in solicitation provision entitled "Evaluation – Commercial Items (FAR 52.212-2)(OCT 2014)." The technical proposal shall be organized in the same order as the evaluation criteria are presented as in solicitation provision entitled "Evaluation – Commercial Items (FAR 52.212-2)(OCT 2014)."
- (ii) Each section of the proposal shall be titled. Hard copy submissions shall also be tabbed for easy identification.
- (iii) Submit an original and copies as described in section (a)(1) above in a sealed envelope, clearly marked as the Technical Proposal. The Technical Proposal shall be separate from the Cost Proposal. All cost and pricing details shall be omitted from the Technical Proposal.
- (iv) The Technical Proposal shall address the Technical Evaluation Criteria listed in the solicitation provision entitled "Evaluation – Commercial Items (FAR 52.212-2) (OCT

2014).” Specific information that is required to be submitted for each of the evaluation criteria can be found within this provision.

(2) Price Proposal Instructions -

The Contracting Officer has determined there is a high probability of adequate price competition in this acquisition. Upon examination of the initial offers, the Contracting Officer will review this determination and if, in the Contracting Officer’s opinion, adequate price competition exists no additional cost information will be requested and certification under FAR 15.406-2 will not be required. However, if at any time during the evaluation process the Contracting Officer determines that adequate price competition no longer exists; offerors may be required to submit information to the extent necessary for the Contracting Officer to determine the reasonableness of price in accordance with (IAW) FAR 15.404-1(b)(2). The offeror shall:

- (i) Price Schedule - Provide in your price proposal a completed schedule duplicating the format from Local Clause EPA-B-32-104 “CONSIDERATION AND PAYMENT”. Complete the CLINs within this clause and all associated information required in the Price Schedule, for the base and all four option periods. The proposed prices shall be based on the offeror’s own technical approach submitted in the Technical Proposal and the Government’s Performance Work Statement (PWS) requirements.
- (ii) SF 1449, Request for Proposal – Provide a completed, signed, and dated SF 1449 as instructed above in (a)(2) of this provision.
- (iii) Submit a complete copy of all provisions requiring offeror fill-in.
- (iv) Submit Financial Capability Information: The Financial Capability Information will be used to assist the Contracting Officer in making an affirmative responsibility determination of the apparent successful offeror in accordance with Subpart 9 of the Federal Acquisition Regulation. Submit current financial statements, including a Balance Sheet, Statement of Income (Loss), and Cash Flow for the last two completed fiscal years. Specify resources available to perform the contract without assistance from any outside source. If sufficient resources are not available, indicate in your proposal the amount required and the anticipated source (i.e., bank loans, letter or lines of credit, etc.).
- (v) Submit Past Performance Information: The Past Performance Information will be used to assist the Contracting Officer in making an affirmative responsibility determination of the apparent successful offeror in accordance with Subpart 9 of the Federal Acquisition Regulation.
  - (a) Offerors shall submit the information requested below for both the offeror and any proposed subcontractors for subcontracts expected to exceed **\$300,000.00** for the base period and four (4) option periods. The information may be submitted prior to other parts of the proposal.
  - (b) Offerors shall submit a list of contracts and subcontracts completed in the last **three (3)** years, and all contracts and subcontracts currently in process, which are similar in nature to this requirement.

(1) The contracts and subcontracts listed may include those entered into with Federal, State and local governments, and commercial businesses, which are of similar scope, magnitude, relevance, and complexity to the requirement which is described in the RFP. Include the following information for each contract and subcontract listed:

- (a) Name of contracting activity.
- (b) Contract number.
- (c) Contract title.
- (d) Contract type.
- (e) Brief description of contract or subcontract and relevance to this requirement.
- (f) Total contract value.
- (g) Period of performance.
- (h) Contracting officer, telephone number, and E-mail address (if available).
- (i) Program manager/project officer, telephone number, and E-mail address (if available).
- (j) Administrative Contracting officer, if different from (h) above, telephone number, and E-mail address (if available).
- (k) List of subcontractors (if applicable).
- (l) Compliance with subcontracting plan goals for small disadvantaged business concerns, monetary targets for small disadvantaged business participation, and the notifications submitted under FAR 19.1202-4 (b), if applicable.

(c) Offerors should not provide general information on their performance on the identified contracts and subcontracts. General performance information will be obtained from the references.

- (1) Offerors may provide information on problems encountered and corrective actions taken on the identified contracts and subcontracts.
- (2) References that may be contacted by the Government include the contracting officer, program manager/project officer, or the administrative contracting officer identified above.
- (3) If no response is received from a reference, the Government will make an attempt to contact another reference identified by the offeror, to contact a reference not identified by the offeror, or to complete the evaluation with those references who responded. The Government shall consider the information provided by the references, and may also

consider information obtained from other sources, when evaluating an offeror's past performance.

(4) Attempts to obtain responses from references will generally not go beyond two telephonic messages and/or written requests from the Government, unless otherwise stated in the solicitation. The Government is not obligated to contact all of the references identified by the offeror.

(d) If negative feedback is received from an offeror's reference, the Government will compare the negative response to the responses from the offeror's other references to note differences. The offeror will be given the opportunity to address adverse past performance information obtained from references on which the offeror has not had a previous opportunity to comment, if that information makes a difference in the Government's decision of the offeror's responsibility.

(e) Offerors must send Client Authorization Letters (see Attachment 7) to each reference listed in their proposal to assist in the timely processing of the past performance evaluation. Offerors are encouraged to consolidate requests whenever possible (i.e., if the same reference has several contracts, send that reference a single notice citing all applicable contracts). Offerors may send Client Authorization Letters electronically to references with copies forwarded to the contracting officer.

(1) If an offeror has no relevant past performance history, an offeror must affirmatively state that it possesses no relevant past performance history.

(2) Client Authorization Letters should be mailed or E-mailed to individual references no later than five (5) working days after proposal submission. The offeror should forward a copy of the Client Authorization Letter to the contracting officer simultaneously with mailing to references.

(f) Each offeror may describe any quality awards or certifications that indicate the offeror possesses a high-quality process for developing and producing the product or service required. Such awards or certifications include, for example, the Malcolm Baldrige Quality Award, other Government quality awards, and private sector awards or certifications.

(1) Identify the segment of the company (one division or the entire company) which received the award or certification.

(2) Describe when the award or certification was bestowed. If the award or certification is over three years old, present evidence that the qualifications still apply.

(g) The Past Performance Questionnaire identified in Attachment 8 will be used to collect information on an offeror's performance under existing and prior contracts/subcontracts for products or services similar in scope, magnitude, relevance, and complexity to this requirement in order to for the CO to make an affirmative responsibility determination. References other than those identified by the offeror may be contacted by the Government and used for the responsibility determination.

(h) Any information collected concerning an offeror's past performance will be maintained in the official contract file.

(i) In accordance with FAR 15.305 (a) (2) (iv), offerors with no relevant past performance history, or for whom information on past performance is not available, will be evaluated neither favorably nor unfavorably on past performance.

## **2. EVALUATION – COMMERICAL ITEMS (FAR 52.212-2)(OCT 2014)**

(a) The Government will award a contract resulting from this solicitation to the responsible offeror whose offer conforming to the solicitation will be most advantageous to the Government, price and other factors considered. The following factors shall be used to evaluate offers:

- (i) technical approach, corporate experience, key personnel, and transition plan; and
- (ii) price;

The Government will make award to the responsible offeror with the lowest-evaluated cost or price, whose proposal meets or exceeds the acceptability standards for non-cost factors. The lowest evaluated price to be calculated in the sum of the base period and four (4) option periods. The following factors and significant subfactors will be evaluated for technical acceptability:

The technical evaluation criteria and subcriteria are all of equal importance.

### **TECHNICAL EVALUATION CRITERIA**

#### **CRITERIA 1: Technical Approach (Acceptable/Unacceptable)**

The EPA will evaluate the offeror's understanding of the objectives of this procurement based on the extent to which the offeror concisely and accurately discusses the nature of the services being solicited. In order for this criteria to be found acceptable, all elements must be acceptable. The follow elements will be will be evaluated:

- a. The standard has been met when your proposal provides a clear, detailed, and approach that documents how the minimum requirements in *each section* of the PWS will be accomplished.
- b. The standard has been met when your proposal clearly describes the number and types of personnel to accomplish the work, and their roles and responsibilities.
- c. The standard has been met when the proposal provides a Quality Assurance Surveillance Plan for this Performance Based Contract in accordance with FAR 46.4 that addresses the following elements: the performance standards that define the desired services that are aligned with the performance objectives and thresholds in the Performance Work Statement so the Government can determine if the contractor exceeds, meets, or does not meet these standards; performance indicators that establish measures to evaluate successful performance (e.g., error rate, downtime, response time); acceptable quality levels (AQLs) that set minimum levels of acceptable performance that the contractor must meet and still be considered a satisfactory performer..
- d. The standard has been met when the proposal provides a detailed list and description of the contractor provided tools and equipment (quantity and type) to accomplish the requirement in accordance with the PWS.

**CRITERIA 2: Corporate Experience (Acceptable/Unacceptable)**

EPA will evaluate the type and quantity of work previously performed by the offeror on projects of similar size, scope and complexity as the proposed contract. Offerors shall provide this information by submitting complete the Corporate Experience matrix (Attachment 6), to illustrate recent experience of the company, the proposed Corporate Personnel and any proposed subcontractors.

Offerors that are newly formed entities without prior similar contracts should list contracts for Corporate Personnel that demonstrate their experience with projects of similar size, scope and complexity. Include narrative comments as necessary to explain how the referenced experience is relevant to the services contemplated by this RFP.

If a business arrangement is proposed (teaming partners, joint venture members, etc) each firm in the business arrangement will be evaluated on its corporate experience. In the case of a newly formed business entity or contractor teaming arrangement where the entity is relying on the experience of personnel, partners on the team, or a major subcontractor, the proposal must clearly explain whose experience, and how that experience is relevant to the effort required under the PWS for this RFP.

The standard will be met when the proposal demonstrates that offerors have performed at least three (3) relevant projects. One (1) of these projects must either have been completed within the last two years or be on-going. For on-going contracts with a base year and option years, at a minimum, the base year must have been completed; for multi-year contracts, at a minimum, the first year must have been completed.

**CRITERIA 3: Key Personnel (Acceptable/Unacceptable)**

The EPA will evaluate the qualifications of the proposed Key Personnel as defined in Clause EPAAR 1552.237-72. The resume shall demonstrate the individual meets the minimum qualifications. Also, Offerors shall submit a letter of intent for the individual proposed as Key Personnel under this contract.

The standard has been met when the proposal demonstrates the capability of the proposed Key Personnel to perform the PWS and meet the experience level required. These qualifications can be evidenced by work experience, education, and demonstrated ability and availability.

**CRITERIA 4: Transition Plan (Acceptable/Unacceptable)**

The offeror shall provide a Transition Plan which details a smooth transition period so as to be fully operational within fifteen (15) days prior to the effective date of the contract. The offeror shall describe the methodology to be used to affect the transition. The follow elements shall be evaluated:

- i. The standard has been met when the plan includes a general list of items, for example: equipment, tools, expendable materials/supplies, and administrative support equipment (i.e. furniture, computers, copiers, fax, etc) required during the transition period.
- ii. The standard has been met when the plan describes any meetings required with government staff necessary to accomplish the transition and outlines any critical accomplishments necessary for the assumption of responsibilities outlined in the PWS.
- iii. The standard has been met when the plan addresses how the offeror proposes to ensure minimum disruption to the EPA services described in the PWS.

iv. The standard has been met when the plan identifies and discusses risk mitigation techniques along with the resolution of all problems that the offeror foresees.

v. The standard has been met when the plan identifies specific steps and a timeline for accomplishing the transition.

The EPA will evaluate the offeror's transition plan to assume the functions currently being performed. The standard has been met when the proposal identifies the specific steps required to transition and describes the timeline to have all personnel, materials, equipment and available on the first day of the basic contract period in accordance with PWS and the effective date of the contract in Local Provision EPA-L-12-101.

Technical factors, when combined, are equal to price.

(b) *Options.* The Government will evaluate offers for award purposes by adding the total price for all options to the total price for the basic requirement. The Government may determine that an offer is unacceptable if the option prices are significantly unbalanced. Evaluation of options shall not obligate the Government to exercise the option(s).

(c) A written notice of award or acceptance of an offer, mailed or otherwise furnished to the successful offeror within the time for acceptance specified in the offer, shall result in a binding contract without further action by either party. Before the offer's specified expiration time, the Government may accept an offer (or part of an offer), whether or not there are negotiations after its receipt, unless a written notice of withdrawal is received before award.

(End of Provision)

### **3. 52.212-3 – OFFEROR REPRESENTATIONS AND CERTIFICATIONS-COMMERICAL ITEMS (MAR 2015)**

The offeror shall complete only paragraphs (b) of this provision if the Offeror has completed the annual representations and certification electronically via the System for Award Management (SAM) Web site accessed through <http://www.acquisition.gov> . If the Offeror has not completed the annual representations and certifications electronically, the Offeror shall complete only paragraphs (c) through (p) of this provision.

(3) *Definitions.* As used in this provision—

“Economically disadvantaged women-owned small business (EDWOSB) concern” means a small business concern that is at least 51 percent directly and unconditionally owned by, and the management and daily business operations of which are controlled by, one or more women who are citizens of the United States and who are economically disadvantaged in accordance with 13 CFR part 127. It automatically qualifies as a women-owned small business eligible under the WOSB Program.

“Forced or indentured child labor” means all work or service—

(1) Exacted from any person under the age of 18 under the menace of any penalty for its nonperformance and for which the worker does not offer himself voluntarily; or

(2) Performed by any person under the age of 18 pursuant to a contract the enforcement of which can be accomplished by process or penalties.

“Highest-level owner” means the entity that owns or controls an immediate owner of the offeror, or that owns or controls one or more entities that control an immediate owner of the offeror. No entity owns or exercises control of the highest level owner.

“Immediate owner” means an entity, other than the offeror, that has direct control of the offeror. Indicators of control include, but are not limited to, one or more of the following: Ownership or interlocking management, identity of interests among family members, shared facilities and equipment, and the common use of employees.

“Inverted domestic corporation,” means a foreign incorporated entity that meets the definition of an inverted domestic corporation under 6 U.S.C. 395(b), applied in accordance with the rules and definitions of 6 U.S.C. 395(c).

“Manufactured end product” means any end product in product and service codes (PSCs) 1000-9999, except—

- (1) PSC 5510, Lumber and Related Basic Wood Materials;
- (2) Product or Service Group (PSG) 87, Agricultural Supplies;
- (3) PSG 88, Live Animals;
- (4) PSG 89, Subsistence;
- (5) PSC 9410, Crude Grades of Plant Materials;
- (6) PSC 9430, Miscellaneous Crude Animal Products, Inedible;
- (7) PSC 9440, Miscellaneous Crude Agricultural and Forestry Products;
- (8) PSC 9610, Ores;
- (9) PSC 9620, Minerals, Natural and Synthetic; and
- (10) PSC 9630, Additive Metal Materials.

“Place of manufacture” means the place where an end product is assembled out of components, or otherwise made or processed from raw materials into the finished product that is to be provided to the Government. If a product is disassembled and reassembled, the place of reassembly is not the place of manufacture.

“Restricted business operations” means business operations in Sudan that include power production activities, mineral extraction activities, oil-related activities, or the production of military equipment, as



those terms are defined in the Sudan Accountability and Divestment Act of 2007 (Pub. L. 110-174). Restricted business operations do not include business operations that the person (as that term is defined in Section 2 of the Sudan Accountability and Divestment Act of 2007) conducting the business can demonstrate—

- (1) Are conducted under contract directly and exclusively with the regional government of southern Sudan;
- (2) Are conducted pursuant to specific authorization from the Office of Foreign Assets Control in the Department of the Treasury, or are expressly exempted under Federal law from the requirement to be conducted under such authorization;
- (3) Consist of providing goods or services to marginalized populations of Sudan;
- (4) Consist of providing goods or services to an internationally recognized peacekeeping force or humanitarian organization;
- (5) Consist of providing goods or services that are used only to promote health or education; or
- (6) Have been voluntarily suspended.

Sensitive technology—

- (1) Means hardware, software, telecommunications equipment, or any other technology that is to be used specifically—
  - (i) To restrict the free flow of unbiased information in Iran; or
  - (ii) To disrupt, monitor, or otherwise restrict speech of the people of Iran; and
- (2) Does not include information or informational materials the export of which the President does not have the authority to regulate or prohibit pursuant to section 203(b)(3) of the International Emergency Economic Powers Act (50 U.S.C. 1702(b)(3)).

“Service-disabled veteran-owned small business concern”—

- (1) Means a small business concern—
  - (i) Not less than 51 percent of which is owned by one or more service-disabled veterans or, in the case of any publicly owned business, not less than 51 percent of the stock of which is owned by one or more service-disabled veterans; and
  - (ii) The management and daily business operations of which are controlled by one or more service-disabled veterans or, in the case of a service-disabled veteran with permanent and severe disability, the spouse or permanent caregiver of such veteran.
- (2) Service-disabled veteran means a veteran, as defined in 38 U.S.C. 101(2), with a disability that is service-connected, as defined in 38 U.S.C. 101(16).

“Small business concern” means a concern, including its affiliates, that is independently owned and operated, not dominant in the field of operation in which it is bidding on Government contracts, and qualified as a small business under the criteria in 13 CFR Part 121 and size standards in this solicitation.

“Small disadvantaged business concern, consistent with 13 CFR 124.1002,” means a small business concern under the size standard applicable to the acquisition, that—

(1) Is at least 51 percent unconditionally and directly owned (as defined at 13 CFR 124.105) by—

(i) One or more socially disadvantaged (as defined at 13 CFR 124.103) and economically disadvantaged (as defined at 13 CFR 124.104) individuals who are citizens of the United States; and

(ii) Each individual claiming economic disadvantage has a net worth not exceeding \$750,000 after taking into account the applicable exclusions set forth at 13 CFR 124.104I(2); and

(2) The management and daily business operations of which are controlled (as defined at 13.CFR 124.106) by individuals, who meet the criteria in paragraphs (1)(i) and (ii) of this definition.

“Subsidiary” means an entity in which more than 50 percent of the entity is owned—

(1) Directly by a parent corporation; or

(2) Through another subsidiary of a parent corporation.

“Veteran-owned small business concern” means a small business concern—

(1) Not less than 51 percent of which is owned by one or more veterans(as defined at 38 U.S.C. 101(2)) or, in the case of any publicly owned business, not less than 51 percent of the stock of which is owned by one or more veterans; and

(2) The management and daily business operations of which are controlled by one or more veterans.

“Women-owned business concern” means a concern which is at least 51 percent owned by one or more women; or in the case of any publicly owned business, at least 51 percent of the its stock is owned by one or more women; and whose management and daily business operations are controlled by one or more women.

“Women-owned small business concern” means a small business concern —

(1) That is at least 51 percent owned by one or more women or, in the case of any publicly owned business, at least 51 percent of the stock of which is owned by one or more women; and

(2) Whose management and daily business operations are controlled by one or more women.

“Women-owned small business (WOSB) concern eligible under the WOSB Program (in accordance with 13 CFR part 127),” means a small business concern that is at least 51 percent directly and unconditionally

owned by, and the management and daily business operations of which are controlled by, one or more women who are citizens of the United States.

(b)

(1) *Annual Representations and Certifications.* Any changes provided by the offeror in paragraph (b)(2) of this provision do not automatically change the representations and certifications posted on the SAMwebsite.

(2) The offeror has completed the annual representations and certifications electronically via the SAM website accessed through <https://www.acquisition.gov>. After reviewing the SAM database information, the offeror verifies by submission of this offer that the representation and certifications currently posted electronically at FAR 52.212-3, Offeror Representations and Certifications—Commercial Items, have been entered or updated in the last 12 months, are current, accurate, complete, and applicable to this solicitation (including the business size standard applicable to the NAICS code referenced for this solicitation), as of the date of this offer and are incorporated in this offer by reference (see FAR 4.1201), except for paragraphs \_\_\_\_\_. *[Offeror to identify the applicable paragraphs at I through (p) of this provision that the offeror has completed for the purposes of this solicitation only, if any. These amended representation(s) and/or certification(s) are also incorporated in this offer and are current, accurate, and complete as of the date of this offer. Any changes provided by the offeror are applicable to this solicitation only, and do not result in an update to the representations and certifications posted electronically on SAM.]*

I Offerors must complete the following representations when the resulting contract is to be performed in the United States or its outlying areas. Check all that apply.

(1) *Small business concern.* The offeror represents as part of its offer that it ☐ is, ☐ is not a small business concern.

(2) *Veteran-owned small business concern.* [Complete only if the offeror represented itself as a small business concern in paragraph I(1) of this provision.] The offeror represents as part of its offer that it ☐ is, ☐ is not a veteran-owned small business concern.

(3) *Service-disabled veteran-owned small business concern.* [Complete only if the offeror represented itself as a veteran-owned small business concern in paragraph I(2) of this provision.] The offeror represents as part of its offer that it ☐ is, ☐ is not a service-disabled veteran-owned small business concern.

(4) *Small disadvantaged business concern.* [Complete only if the offeror represented itself as a small business concern in paragraph I(1) of this provision.] The offeror represents that it ☐ is, ☐ is not, a small disadvantaged business concern as defined in 13 CFR 124.1002.

(5) *Women-owned small business concern.* [Complete only if the offeror represented itself as a small business concern in paragraph I(1) of this provision.] The offeror represents that it ☐ is, ☐ is not a women-owned small business concern.

**Note:** Complete paragraphs I(8) and I(9) only if this solicitation is expected to exceed the simplified acquisition threshold.

(6) WOSB concern eligible under the WOSB Program. [Complete only if the offeror represented itself as a women-owned small business concern in paragraph I(5) of this provision.] The offeror represents that—

(i) It ☐ is, ☐ is not a WOSB concern eligible under the WOSB Program, has provided all the required documents to the WOSB Repository, and no change in circumstances or adverse decisions have been issued that affects its eligibility; and

(ii) It ☐ is, ☐ is not a joint venture that complies with the requirements of 13 CFR part 127, and the representation in paragraph I(6)(i) of this provision is accurate for each WOSB concern eligible under the WOSB Program participating in the joint venture. [The offeror shall enter the name or names of the WOSB concern eligible under the WOSB Program and other small businesses that are participating in the joint venture: \_\_\_\_\_.] Each WOSB concern eligible under the WOSB Program participating in the joint venture shall submit a separate signed copy of the WOSB representation.

(7) Economically disadvantaged women-owned small business (EDWOSB) concern. [Complete only if the offeror represented itself as a WOSB concern eligible under the WOSB Program in I(6) of this provision.] The offeror represents that—

(i) It ☐ is, ☐ is not an EDWOSB concern, has provided all the required documents to the WOSB Repository, and no change in circumstances or adverse decisions have been issued that affects its eligibility; and

(ii) It ☐ is, ☐ is not a joint venture that complies with the requirements of 13 CFR part 127, and the representation in paragraph I(7)(i) of this provision is accurate for each EDWOSB concern participating in the joint venture. [The offeror shall enter the name or names of the EDWOSB concern and other small businesses that are participating in the joint venture: \_\_\_\_\_.] Each EDWOSB concern participating in the joint venture shall submit a separate signed copy of the EDWOSB representation.

(8) Women-owned business concern (other than small business concern). [Complete only if the offeror is a women-owned business concern and did not represent itself as a small business concern in paragraph I(1) of this provision.] The offeror represents that it ☐ is, a women-owned business concern.

(9) *Tie bid priority for labor surplus area concerns.* If this is an invitation for bid, small business offerors may identify the labor surplus areas in which costs to be incurred on account of manufacturing or production (by offeror or first-tier subcontractors) amount to more than 50 percent of the contract price:

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(10) HUBZone small business concern. [Complete only if the offeror represented itself as a small business concern in paragraph I(1) of this provision.] The offeror represents, as part of its offer, that—

(i) It ☐ is, ☐ is not a HUBZone small business concern listed, on the date of this representation, on the List of Qualified HUBZone Small Business Concerns maintained by the Small Business Administration, and no material changes in ownership and control,

principal office, or HUBZone employee percentage have occurred since it was certified in accordance with 13 CFR part 126; and

(ii) It ☐ is, ☐ is not a HUBZone joint venture that complies with the requirements of 13 CFR part 126, and the representation in paragraph I(10)(i) of this provision is accurate for each HUBZone small business concern participating in the HUBZone joint venture. [*The offeror shall enter the names of each of the HUBZone small business concerns participating in the HUBZone joint venture: \_\_\_\_\_.*] Each HUBZone small business concern participating in the HUBZone joint venture shall submit a separate signed copy of the HUBZone representation.

(d) Representations required to implement provisions of Executive Order 11246 —

(1) Previous contracts and compliance. The offeror represents that —

(i) It ☐ has, ☐ has not, participated in a previous contract or subcontract subject to the Equal Opportunity clause of this solicitation; and

(ii) It ☐ has, ☐ has not, filed all required compliance reports.

(2) *Affirmative Action Compliance.* The offeror represents that —

(i) It ☐ has developed and has on file, ☐ has not developed and does not have on file, at each establishment, affirmative action programs required by rules and regulations of the Secretary of Labor (41 CFR parts 60-1 and 60-2), or

(ii) It ☐ has not previously had contracts subject to the written affirmative action programs requirement of the rules and regulations of the Secretary of Labor.

(e) *Certification Regarding Payments to Influence Federal Transactions* (31 U.S.C. 1352). (Applies only if the contract is expected to exceed \$150,000.) By submission of its offer, the offeror certifies to the best of its knowledge and belief that no Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress or an employee of a Member of Congress on his or her behalf in connection with the award of any resultant contract. If any registrants under the Lobbying Disclosure Act of 1995 have made a lobbying contact on behalf of the offeror with respect to this contract, the offeror shall complete and submit, with its offer, OMB Standard Form LLL, Disclosure of Lobbying Activities, to provide the name of the registrants. The offeror need not report regularly employed officers or employees of the offeror to whom payments of reasonable compensation were made.

(f) *Buy American Certificate.* (Applies only if the clause at Federal Acquisition Regulation (FAR) 52.225-1, Buy American – Supplies, is included in this solicitation.)

(1) The offeror certifies that each end product, except those listed in paragraph (f)(2) of this provision, is a domestic end product and that for other than COTS items, the offeror has considered components of unknown origin to have been mined, produced, or manufactured outside the United States. The offeror shall list as foreign end products those end products manufactured in the United States that do not qualify as domestic end products, *i.e.*, an end

product that is not a COTS item and does not meet the component test in paragraph (2) of the definition of “domestic end product.” The terms “commercially available off-the-shelf (COTS) item,” “component,” “domestic end product,” “end product,” “foreign end product,” and “United States” are defined in the clause of this solicitation entitled “Buy American—Supplies.”

(2) Foreign End Products:

LINE ITEM NO.	COUNTRY OF ORIGIN

[List as necessary]

(3) The Government will evaluate offers in accordance with the policies and procedures of FAR Part 25.

(g)

(1) *Buy American — Free Trade Agreements — Israeli Trade Act Certificate.* (Applies only if the clause at FAR 52.225-3, Buy American — Free Trade Agreements — Israeli Trade Act, is included in this solicitation.)

(i) The offeror certifies that each end product, except those listed in paragraph (g)(1)(ii) or (g)(1)(iii) of this provision, is a domestic end product and that for other than COTS items, the offeror has considered components of unknown origin to have been mined, produced, or manufactured outside the United States. The terms “Bahrainian, Moroccan, Omani, Panamanian, or Peruvian end product,” “commercially available off-the-shelf (COTS) item,” “component,” “domestic end product,” “end product,” “foreign end product,” “Free Trade Agreement country,” “Free Trade Agreement country end product,” “Israeli end product,” and “United States” are defined in the clause of this solicitation entitled “Buy American—Free Trade Agreements—Israeli Trade Act.”

(ii) The offeror certifies that the following supplies are Free Trade Agreement country end products (other than Bahrainian, Moroccan, Omani, Panamanian, or Peruvian end products) or Israeli end products as defined in the clause of this solicitation entitled “Buy American—Free Trade Agreements—Israeli Trade Act”:

Free Trade Agreement Country End Products (Other than Bahrainian, Moroccan, Omani, Panamanian, or Peruvian End Products) or Israeli End Products:

LINE ITEM NO.	COUNTRY OF ORIGIN

[List as necessary]

(iii) The offeror shall list those supplies that are foreign end products (other than those listed in paragraph (g)(1)(ii) or this provision) as defined in the clause of this solicitation entitled “Buy American—Free Trade Agreements—Israeli Trade Act.” The offeror shall list as other foreign end products those end products manufactured in the United States that do not qualify as domestic end products, *i.e.*, an end product that is not a COTS item and does not meet the component test in paragraph (2) of the definition of “domestic end product.”

Other Foreign End Products:

LINE ITEM NO.	COUNTRY OF ORIGIN

[List as necessary]

(iv) The Government will evaluate offers in accordance with the policies and procedures of FAR Part 25.

(2) *Buy American—Free Trade Agreements—Israeli Trade Act Certificate, Alternate I.* If Alternate I to the clause at FAR 52.225-3 is included in this solicitation, substitute the following paragraph (g)(1)(ii) for paragraph (g)(1)(ii) of the basic provision:

(g)(1)(ii) The offeror certifies that the following supplies are Canadian end products as defined in the clause of this solicitation entitled “Buy American—Free Trade Agreements—Israeli Trade Act”:

Canadian End Products:

Line Item No.:

[List as necessary]

(3) *Buy American—Free Trade Agreements—Israeli Trade Act Certificate, Alternate II.* If Alternate II to the clause at FAR 52.225-3 is included in this solicitation, substitute the following paragraph (g)(1)(ii) for paragraph (g)(1)(ii) of the basic provision:

(g)(1)(ii) The offeror certifies that the following supplies are Canadian end products or Israeli end products as defined in the clause of this solicitation entitled “Buy American—Free Trade Agreements—Israeli Trade Act”:

Canadian or Israeli End Products:

Line Item No.:	Country of Origin:

[List as necessary]

(4) *Buy American—Free Trade Agreements—Israeli Trade Act Certificate, Alternate III.* If Alternate III to the clause at 52.225-3 is included in this solicitation, substitute the following paragraph (g)(1)(ii) for paragraph (g)(1)(ii) of the basic provision:

(g)(1)(ii) The offeror certifies that the following supplies are Free Trade Agreement country end products (other than Bahrainian, Korean, Moroccan, Omani, Panamanian, or Peruvian end products) or Israeli end products as defined in the clause of this solicitation entitled “Buy American—Free Trade Agreements—Israeli Trade Act”:

Free Trade Agreement Country End Products (Other than Bahrainian, Korean, Moroccan, Omani, Panamanian, or Peruvian End Products) or Israeli End Products:

Line Item No.:	Country of Origin:

[List as necessary]

(5) *Trade Agreements Certificate.* (Applies only if the clause at FAR 52.225-5, Trade Agreements, is included in this solicitation.)

(i) The offeror certifies that each end product, except those listed in paragraph (g)(5)(ii) of this provision, is a U.S.-made or designated country end product as defined in the clause of this solicitation entitled “Trade Agreements.”

(ii) The offeror shall list as other end products those end products that are not U.S.-made or designated country end products.

Other End Products

Line Item No.:	Country of Origin:

[List as necessary]

(iii) The Government will evaluate offers in accordance with the policies and procedures of FAR Part 25. For line items covered by the WTO GPA, the Government will evaluate offers of U.S.-made or designated country end products without regard to the restrictions of the Buy American statute. The Government will consider for award only offers of U.S.-made or designated country end products unless the Contracting Officer determines that there are no offers for such products or that the offers for such products are insufficient to fulfill the requirements of the solicitation.



(h) *Certification Regarding Responsibility Matters (Executive Order 12689)*. (Applies only if the contract value is expected to exceed the simplified acquisition threshold.) The offeror certifies, to the best of its knowledge and belief, that the offeror and/or any of its principals—

(1) ☐ Are, ☐ are not presently debarred, suspended, proposed for debarment, or declared ineligible for the award of contracts by any Federal agency;

(2) ☐ Have, ☐ have not, within a three-year period preceding this offer, been convicted of or had a civil judgment rendered against them for: commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a Federal, state or local government contract or subcontract; violation of Federal or state antitrust statutes relating to the submission of offers; or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, tax evasion, violating Federal criminal tax laws, or receiving stolen property; and

(3) ☐ Are, ☐ are not presently indicted for, or otherwise criminally or civilly charged by a Government entity with, commission of any of these offenses enumerated in paragraph (h)(2) of this clause; and

(4) ☐ Have, ☐ have not, within a three-year period preceding this offer, been notified of any delinquent Federal taxes in an amount that exceeds \$3,000 for which the liability remains unsatisfied.

(i) Taxes are considered delinquent if both of the following criteria apply:

(A) *The tax liability is finally determined.* The liability is finally determined if it has been assessed. A liability is not finally determined if there is a pending administrative or judicial challenge. In the case of a judicial challenge to the liability, the liability is not finally determined until all judicial appeal rights have been exhausted.

(B) *The taxpayer is delinquent in making payment.* A taxpayer is delinquent if the taxpayer has failed to pay the tax liability when full payment was due and required. A taxpayer is not delinquent in cases where enforced collection action is precluded.

(ii) Examples.

(A) The taxpayer has received a statutory notice of deficiency, under I.R.C. §6212, which entitles the taxpayer to seek Tax Court review of a proposed tax deficiency. This is not a delinquent tax because it is not a final tax liability. Should the taxpayer seek Tax Court review, this will not be a final tax liability until the taxpayer has exercised all judicial appeal rights.

(B) The IRS has filed a notice of Federal tax lien with respect to an assessed tax liability, and the taxpayer has been issued a notice under I.R.C. §6320 entitling the taxpayer to request a hearing with the IRS Office of Appeals Contesting the lien filing, and to further appeal to the Tax Court if the IRS determines to sustain the lien filing. In the course of the hearing, the taxpayer is entitled to contest the

underlying tax liability because the taxpayer has had no prior opportunity to contest the liability. This is not a delinquent tax because it is not a final tax liability. Should the taxpayer seek tax court review, this will not be a final tax liability until the taxpayer has exercised all judicial appeal rights.

I The taxpayer has entered into an installment agreement pursuant to I.R.C. §6159. The taxpayer is making timely payments and is in full compliance with the agreement terms. The taxpayer is not delinquent because the taxpayer is not currently required to make full payment.

(D) The taxpayer has filed for bankruptcy protection. The taxpayer is not delinquent because enforced collection action is stayed under 11 U.S.C. §362 (the Bankruptcy Code).

(i) Certification Regarding Knowledge of Child Labor for Listed End Products (Executive Order 13126). [The Contracting Officer must list in paragraph (i)(1) any end products being acquired under this solicitation that are included in the List of Products Requiring Contractor Certification as to Forced or Indentured Child Labor, unless excluded at 22.1503(b).]

(1) Listed End Product

Listed End Product:	Listed Countries of Origin:

(2) Certification. [If the Contracting Officer has identified end products and countries of origin in paragraph (i)(1) of this provision, then the offeror must certify to either (i)(2)(i) or (i)(2)(ii) by checking the appropriate block.]

☐ (i) The offeror will not supply any end product listed in paragraph (i)(1) of this provision that was mined, produced, or manufactured in the corresponding country as listed for that product.

☐ (ii) The offeror may supply an end product listed in paragraph (i)(1) of this provision that was mined, produced, or manufactured in the corresponding country as listed for that product. The offeror certifies that it has made a good faith effort to determine whether forced or indentured child labor was used to mine, produce, or manufacture any such end product furnished under this contract. On the basis of those efforts, the offeror certifies that it is not aware of any such use of child labor.

(j) *Place of manufacture.* (Does not apply unless the solicitation is predominantly for the acquisition of manufactured end products.) For statistical purposes only, the offeror shall indicate whether the place of manufacture of the end products it expects to provide in response to this solicitation is predominantly—

(1) ☐ In the United States (Check this box if the total anticipated price of offered end products manufactured in the United States exceeds the total anticipated price of offered end products manufactured outside the United States); or

(2) ☐ Outside the United States.

(k) Certificates regarding exemptions from the application of the Service Contract Labor Standards. (Certification by the offeror as to its compliance with respect to the contract also constitutes its certification as to compliance by its subcontractor if it subcontracts out the exempt services.) [The contracting officer is to check a box to indicate if paragraph (k)(1) or (k)(2) applies.]

(1) ☐ Maintenance, calibration, or repair of certain equipment as described in FAR 22.1003-4I(1). The offeror ☐ does ☐ does not certify that—

(i) The items of equipment to be serviced under this contract are used regularly for other than Governmental purposes and are sold or traded by the offeror (or subcontractor in the case of an exempt subcontract) in substantial quantities to the general public in the course of normal business operations;

(ii) The services will be furnished at prices which are, or are based on, established catalog or market prices (see FAR 22.1003-4I(2)(ii)) for the maintenance, calibration, or repair of such equipment; and

(iii) The compensation (wage and fringe benefits) plan for all service employees performing work under the contract will be the same as that used for these employees and equivalent employees servicing the same equipment of commercial customers.

(2) ☐ Certain services as described in FAR 22.1003-4(d)(1). The offeror ☐ does ☐ does not certify that—

(i) The services under the contract are offered and sold regularly to non-Governmental customers, and are provided by the offeror (or subcontractor in the case of an exempt subcontract) to the general public in substantial quantities in the course of normal business operations;

(ii) The contract services will be furnished at prices that are, or are based on, established catalog or market prices (see FAR 22.1003-4(d)(2)(iii));

(iii) Each service employee who will perform the services under the contract will spend only a small portion of his or her time (a monthly average of less than 20 percent of the available hours on an annualized basis, or less than 20 percent of available hours during the contract period if the contract period is less than a month) servicing the Government contract; and

(iv) The compensation (wage and fringe benefits) plan for all service employees performing work under the contract is the same as that used for these employees and equivalent employees servicing commercial customers.

(3) If paragraph (k)(1) or (k)(2) of this clause applies—

(i) If the offeror does not certify to the conditions in paragraph (k)(1) or (k)(2) and the Contracting Officer did not attach a Service Contract Labor Standards wage

determination to the solicitation, the offeror shall notify the Contracting Officer as soon as possible; and

(ii) The Contracting Officer may not make an award to the offeror if the offeror fails to execute the certification in paragraph (k)(1) or (k)(2) of this clause or to contact the Contracting Officer as required in paragraph (k)(3)(i) of this clause.

(l) *Taxpayer identification number (TIN)* (26 U.S.C. 6109, 31 U.S.C. 7701). (Not applicable if the offeror is required to provide this information to the SAM database to be eligible for award.)

(1) All offerors must submit the information required in paragraphs (l)(3) through (l)(5) of this provision to comply with debt collection requirements of 31 U.S.C. 7701I and 3325(d), reporting requirements of 26 U.S.C. 6041, 6041A, and 6050M, and implementing regulations issued by the Internal Revenue Service (IRS).

(2) The TIN may be used by the government to collect and report on any delinquent amounts arising out of the offeror's relationship with the Government (31 U.S.C. 7701I(3)). If the resulting contract is subject to the payment reporting requirements described in FAR 4.904, the TIN provided hereunder may be matched with IRS records to verify the accuracy of the offeror's TIN.

(3) Taxpayer Identification Number (TIN).

☐ TIN:\_\_\_\_\_.

☐ TIN has been applied for.

☐ TIN is not required because:

☐ Offeror is a nonresident alien, foreign corporation, or foreign partnership that does not have income effectively connected with the conduct of a trade or business in the United States and does not have an office or place of business or a fiscal paying agent in the United States;

☐ Offeror is an agency or instrumentality of a foreign government;

☐ Offeror is an agency or instrumentality of the Federal Government;

(4) Type of organization.

☐ Sole proprietorship;

☐ Partnership;

☐ Corporate entity (not tax-exempt);

☐ Corporate entity (tax-exempt);

☐ Government entity (Federal, State, or local);

☐ Foreign government;

☐ International organization per 26 CFR 1.6049-4;

☐ Other \_\_\_\_\_.

(5) Common parent.

☐ Offeror is not owned or controlled by a common parent:

☐ Name and TIN of common parent:

Name \_\_\_\_\_

TIN \_\_\_\_\_

(m) *Restricted business operations in Sudan.* By submission of its offer, the offeror certifies that the offeror does not conduct any restricted business operations in Sudan.

(n) Prohibition on Contracting with Inverted Domestic Corporations—

(1) Government agencies are not permitted to use appropriated (or otherwise made available) funds for contracts with either an inverted domestic corporation, or a subsidiary of an inverted domestic corporation, unless the exception at 9.108-2(b) applies or the requirement is waived in accordance with the procedures at 9.108-4.

(2) *Representation.* By submission of its offer, the offeror represents that—

(i) It is not an inverted domestic corporation; and

(ii) It is not a subsidiary of an inverted domestic corporation.

(o) Prohibition on contracting with entities engaging in certain activities or transactions relating to Iran.

(1) The offeror shall email questions concerning sensitive technology to the Department of State at [CISADA106@state.gov](mailto:CISADA106@state.gov).

(2) Representation and Certification. Unless a waiver is granted or an exception applies as provided in paragraph (o)(3) of this provision, by submission of its offer, the offeror—

(i) Represents, to the best of its knowledge and belief, that the offeror does not export any sensitive technology to the government of Iran or any entities or individuals owned or controlled by, or acting on behalf or at the direction of, the government of Iran;

(ii) Certifies that the offeror, or any person owned or controlled by the offeror, does not engage in any activities for which sanctions may be imposed under section 5 of the Iran Sanctions Act; and

(iii) Certifies that the offeror, and any person owned or controlled by the offeror, does not knowingly engage in any transaction that exceeds \$3,000 with Iran's Revolutionary Guard Corps or any of its officials, agents, or affiliates, the property and interests in property of which are blocked pursuant to the International Emergency Economic Powers Act (50 U.S.C. 1701 et seq.) (see OFAC's Specially Designated Nationals and Blocked Persons List at <http://www.treasury.gov/ofac/downloads/t11sdn.pdf>).

(3) The representation and certification requirements of paragraph (o)(2) of this provision do not apply if—

(i) This solicitation includes a trade agreements certification (e.g., 52.212-3(g) or a comparable agency provision); and

(ii) The offeror has certified that all the offered products to be supplied are designated country end products.

(p) *Ownership or Control of Offeror.* (Applies in all solicitations when there is a requirement to be registered in SAM or a requirement to have a DUNS Number in the solicitation.

(1) The Offeror represents that it ☐ has or ☐ does not have an immediate owner. If the Offeror has more than one immediate owner (such as a joint venture), then the Offeror shall respond to paragraph (2) and if applicable, paragraph (3) of this provision for each participant in the joint venture.

(2) If the Offeror indicates "has" in paragraph (p)(1) of this provision, enter the following information:

Immediate owner CAGE code: \_\_\_\_\_

Immediate owner legal name: \_\_\_\_\_

(Do not use a "doing business as" name)

Is the immediate owner owned or controlled by another entity:

☐ Yes or ☐ No.

(3) If the Offeror indicates "yes" in paragraph (p)(2) of this provision, indicating that the immediate owner is owned or controlled by another entity, then enter the following information:

Highest level owner CAGE code: \_\_\_\_\_

Highest level owner legal name: \_\_\_\_\_

(Do not use a "doing business as" name)

(End of Provision)

## ADDENDUM TO PROVISIONS

### 1. NOTICE Listing Contract Provisions Incorporated by Reference

#### NOTICE:

The following solicitation provisions and/or contract clauses pertinent to this section are hereby incorporated by reference:

#### FEDERAL ACQUISITION REGULATION (48 CFR CHAPTER 1)

Number	Date	Title
52.204-16	NOV 2014	COMMERCIAL AND GOVERNMENT ENTITY CODE REPORTING
52.223-1	MAY 2012	BIOBASED PRODUCT CERTIFICATION
52.223-4	MAY 2008	RECOVERED MATERIAL CERTIFICATION
52.237-1	APR 1984	SITE VISIT

### 2. CERTIFICATION OF INDEPENDENT PRICE DETERMINATION (FAR 52.203-2)(APR 1985)

(a) The offeror certifies that --

(1) The prices in this offer have been arrived at independently, without, for the purpose of restricting competition, any consultation, communication, or agreement with any other offeror or competitor relating to --

(i) Those prices;

(ii) The intention to submit an offer; or

(iii) The methods or factors used to calculate the prices offered.

(2) The prices in this offer have not been and will not be knowingly disclosed by the offeror, directly or indirectly, to any other offeror or competitor before bid opening (in the case of a sealed bid solicitation) or contract award (in the case of a negotiated solicitation) unless otherwise required by law; and

(3) No attempt has been made or will be made by the offeror to induce any other concern to submit or not to submit an offer for the purpose of restricting competition.

(b) Each signature on the offer is considered to be a certification by the signatory that the signatory --

(1) Is the person in the offeror's organization responsible for determining the prices being offered in this bid or proposal, and that the signatory has not participated and will not participate in any action contrary to subparagraphs (a)(1) through (a)(3) of this provision; or

(2)

(i) Has been authorized, in writing, to act as agent for the following principals in certifying that those principals have not participated, and will not participate in any action contrary to subparagraphs (a)(1) through (a)(3) of this provision \_\_\_\_\_  
*[insert full name of person(s) in the offeror's organization responsible for determining the prices offered in this bid or proposal, and the title of his or her position in the offeror's organization];*

(ii) As an authorized agent, does certify that the principals named in subdivision (b)(2)(i) of this provision have not participated, and will not participate, in any action contrary to subparagraphs (a)(1) through (a)(3) of this provision; and

(iii) As an agent, has not personally participated, and will not participate, in any action contrary to subparagraphs (a)(1) through (a)(3) of this provision.

(c) If the offeror deletes or modifies subparagraph (a)(2) of this provision, the offeror must furnish with its offer a signed statement setting forth in detail the circumstances of the disclosure.

(End of Provision)

### **3. INFORMATION REGARDING RESPONSIBILITY MATTERS (FAR 52.209-7)(JUL 2013)**

(a) *Definitions.* As used in this provision—

“Administrative proceeding” means a non-judicial process that is adjudicatory in nature in order to make a determination of fault or liability (*e.g.*, Securities and Exchange Commission Administrative Proceedings, Civilian Board of Contract Appeals Proceedings, and Armed Services Board of Contract Appeals Proceedings). This includes administrative proceeding at the Federal and State level but only in connection with performance of a Federal contract or grant. It does not include agency actions such as contract audits, site visits, corrective plans, or inspection of deliverables.

“Federal contracts and grants with total value greater than \$10,000,000” means—

(1) The total value of all current, active contracts and grants, including all priced options; and

(2) The total value of all current, active orders including all priced options under indefinite-delivery, indefinite-quantity, 8(a), or requirements contracts (including task and delivery and multiple-award Schedules).

“Principal” means an officer, director, owner, partner, or a person having primary management or supervisory responsibilities within a business entity (*e.g.*, general manager; plant manager; head of a division or business segment; and similar positions).

(b) The offeror [ ] has [ ] does not have current active Federal contracts and grants with total value greater than \$10,000,000.



(c) If the offeror checked “has” in paragraph (b) of this provision, the offeror represents, by submission of this offer, that the information it has entered in the Federal Awardee Performance and Integrity Information System (FAPIIS) is current, accurate, and complete as of the date of submission of this offer with regard to the following information:

(1) Whether the offeror, and/or any of its principals, has or has not, within the last five years, in connection with the award to or performance by the offeror of a Federal contract or grant, been the subject of a proceeding, at the Federal or State level that resulted in any of the following dispositions:

(i) In a criminal proceeding, a conviction.

(ii) In a civil proceeding, a finding of fault and liability that results in the payment of a monetary fine, penalty, reimbursement, restitution, or damages of \$5,000 or more.

(iii) In an administrative proceeding, a finding of fault and liability that results in—

(A) The payment of a monetary fine or penalty of \$5,000 or more; or

(B) The payment of a reimbursement, restitution, or damages in excess of \$100,000.

(iv) In a criminal, civil, or administrative proceeding, a disposition of the matter by consent or compromise with an acknowledgment of fault by the Contractor if the proceeding could have led to any of the outcomes specified in paragraphs (c)(1)(i), (c)(1)(ii), or (c)(1)(iii) of this provision.

(2) If the offeror has been involved in the last five years in any of the occurrences listed in (c)(1) of this provision, whether the offeror has provided the requested information with regard to each occurrence.

(d) The offeror shall post the information in paragraphs (c)(1)(i) through (c)(1)(iv) of this provision in FAPIIS as required through maintaining an active registration in the System for Award Management database via <https://www.acquisition.gov> (see 52.204-7).

(End of provision)

#### **4. FAR 52.216-1 – TYPE OF CONTRACT (APR 1984)**

The Government contemplates award of a **Firm Fixed Price** contract resulting from this solicitation.

(End of Provision)

**5. FAR 52.233-2 – SERVICE OF PROTEST (SEP 2006)**

(a) Protests, as defined in section 33.101 of the Federal Acquisition Regulation, that are filed directly with an agency, and copies of any protests that are filed with the Government Accountability Office (GAO), shall be served on the Contracting Officer (addressed as follows) by obtaining written and dated acknowledgment of receipt from:

Ryan Rodriguez

Hand-Carried Address:

U.S. Environmental Protection Agency  
4930 Old Page Road  
Research Triangle Park, NC 27709

Mailing Address:

U.S. Environmental Protection Agency  
RTP Procurement Operations Division (AA005)  
109 T.W. Alexander Drive  
Research Triangle Park, NC 27709

(b) The copy of any protest shall be received in the office designated above within one day of filing a protest with the GAO.

(End of Provision)

**6. FAR 52.252-1 – SOLICITATION PROVISIONS INCORPORATED BY REFERENCE (FEB 1998)**

This solicitation incorporates one or more solicitation provisions by reference, with the same force and effect as if they were given in full text. Upon request, the Contracting Officer will make their full text available. The offeror is cautioned that the listed provisions may include blocks that must be completed by the offeror and submitted with its quotation or offer. In lieu of submitting the full text of those provisions, the offeror may identify the provision by paragraph identifier and provide the appropriate information with its quotation or offer. Also, the full text of a solicitation provision may be accessed electronically at this/these address(es):

<http://farsite.hill.af.mil/vffara.htm>

(End of provision)

**7. EPAAR 1552.209-72 ORGANIZATIONAL CONFLICT OF INTEREST CERTIFICATION**

The offeror [ ] is [ ] is not aware of any information bearing on the existence of any potential organizational conflict of interest. If the offeror is aware of information bearing on whether a potential conflict may exist, the offeror shall provide a disclosure statement describing this information.

(End of provision)

#### **8. EPAAR 1552.209-73 NOTIFICATION OF CONFLICTS OF INTEREST REGARDING PERSONNEL**

The offeror [ ] is [ ] is not aware of any information bearing on the existence of any potential organizational conflict of interest. If the offeror is aware of information bearing on whether a potential conflict may exist, the offeror shall provide a disclosure statement describing this information.

(End of provision)

#### **9. LOCAL CLAUSE EPA-H-22-101 COMPLIANCE WITH FAR CLAUSE 52.222-43**

Offerors are reminded that in accordance with FAR Clause 52.222- 43, "Fair Labor Standards Act and Service Contract Labor Standards - Price Adjustment (Multiple Year and Option Contracts)", offerors must warrant that the prices in this contract for labor categories subject to prevailing wage determinations and collective bargaining agreements do not include allowance for any contingency to cover increased costs for which adjustment is provided under this clause.

Offerors shall not include escalation for direct labor and fringe costs for the option years for these covered labor categories in their proposals. In accordance with FAR 52.222-43, during contract performance, the contract price or fixed labor rates will be adjusted to reflect the successful offeror's actual increase or decrease in applicable wages and fringe benefits.

(End of Clause)

#### **10. LOCAL CLAUSE EPA-H-39-102 NOTIFICATION OF PERSONNEL REQUIRING ACCESS TO EPA COMPUTERS**

As a part of its proposal, the offeror shall include a listing of those personnel who will require access to EPA computers in the performance of the anticipated contract. See the "Access to EPA Computers" clause for additional information regarding computer access.

(End of Clause)

#### **11. LOCAL PROVISION EPA-K-03-101 PROHIBITION ON CONTRACTING WITH ENTITIES THAT REQUIRE CERTAIN INTERNAL CONFIDENTIALITY AGREEMENT-REPRESENTATION**

(a) In accordance with section 743 of Division E, Title VII, of the Consolidated and Further Continuing Resolution Appropriations Act, 2015 (Pub. L. 113-235), Government agencies are not permitted to use funds appropriated (or otherwise made available) under that or any other Act for contracts with an entity that requires employees or subcontractors of such entity seeking to report fraud, waste, or abuse to sign

internal confidentiality agreements or statements prohibiting or otherwise restricting such employees or subcontractors from lawfully reporting such waste, fraud, or abuse to a designated investigative or law enforcement representative of a Federal department or agency authorized to receive such information.

(b) The prohibition in paragraph (a) of this provision does not contravene requirements applicable to Standard Form 312, Form 4414, or any other form issued by a Federal department or agency governing the nondisclosure of classified information.

(c) *Representation.* By submission of its offer, the Offeror represents that it does not require employees or subcontractors of such entity seeking to report fraud, waste, or abuse to sign internal confidentiality agreements or statements prohibiting or otherwise restricting such employees or subcontractors from lawfully reporting such waste, fraud, or abuse to a designated investigative or law enforcement representative of a Federal department or agency authorized to receive such information.

**12. LOCAL PROVISION EPA-K-04-101 REPRESENTATION BY CORPORATIONS REGARDING A FELONY CONVICTION UNDER FEDERAL LAW OR UNPAID FEDERAL TAX LIABILITY (APR 2012)**

(a) In accordance with Sections 433 and 434 of the Department of the Interior, Environment, and Related Agencies Appropriations Act, 2012 (Pub. L. 112-74); 2013 Continuing Appropriations Resolution (Pub.L. 112-175); Consolidated and Further Continuing Appropriations Act, 2013 (Pub.L. 113-6); Continuing Appropriations Act, 2014 (Pub.L. 113-46), and subsequent relevant appropriations acts, none of the funds made available by the Act may be used to enter into a contract with any corporation that:

(1) Was convicted (or had an officer or agent of such corporation acting on behalf of the corporation convicted) of a felony criminal violation under any Federal law within the preceding 24 months, where the awarding agency is aware of the conviction, unless the agency has considered suspension or debarment of the corporation and made a determination that this further action is not necessary to protect the interests of the government;

(2) Has any unpaid Federal tax liability that has been assessed, for which all judicial and administrative remedies have been exhausted or have lapsed, and that is not being paid in a timely manner pursuant to an agreement with the authority responsible for collecting the tax liability, where the awarding agency is aware of the unpaid tax liability, unless the agency has considered suspension or debarment of the corporation and made a determination that this further action is not necessary to protect the interests of the government.

(b) The Offeror represents that:

(1) It is ☐ is not ☐ a corporation that has been convicted (or had an officer or agent of such corporation acting on behalf of the corporation convicted) of a felony criminal violation under any Federal law within the preceding 24 months,

(2) It is ☐ is not ☐ a corporation that has any unpaid Federal tax liability that has been assessed, for which all judicial and administrative remedies have been exhausted or have lapsed, and that is not being paid in a timely manner pursuant to an agreement with the authority responsible for collecting the tax liability.

(c) The Offeror shall provide immediate written notice to the contracting officer if, at any time prior to contract award, the Offeror learns that its representation was erroneous when submitted or has become erroneous by reason of changed circumstances.

(d) A representation that any of the items in paragraph (b) of this provision exists will not necessarily result in withholding of an award under this solicitation. However, failure of the Offeror to furnish a representation or provide such additional information as requested by the contracting officer may render the Offeror nonresponsible.

(e) Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render, in good faith, the representation required by paragraph (b) of this provision. The knowledge and information of an Offeror is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.

(f) The representation in paragraph (b) of this provision is a material representation of fact upon which reliance was placed when making award. If it is later determined that the Offeror knowingly provided an erroneous representation, in addition to other remedies available to the Government, the contracting officer may terminate the contract resulting from this solicitation for default.

THIS REPRESENTATION CONCERNS A MATTER WITHIN THE JURISDICTION OF AN AGENCY OF THE UNITED STATES AND THE MAKING OF A FALSE, FICTITIOUS, OR FRAUDULENT REPRESENTATION MAY RENDER THE MAKER SUBJECT TO PROSECUTION UNDER SECTION 1001, TITLE 18, UNITED STATES CODE.

### **13. LOCAL PROVISION EPA-L-12-101 PROPOSED CONTRACTOR START**

For proposal preparation purposes, offerors may assume a contract start date of October 1, 2015.

### **14. LOCAL PROVISION EPA-L-15-101 PREPROPOSAL CONFERENCE**

EPA will conduct a preproposal conference at 10:00 AM EST on September 2, 2015 at:

U.S. Environmental Protection Agency  
Research Triangle Park Campus, C113  
109 T.W. Alexander Drive  
Durham, North Carolina 27711

Offerors planning to attend the conference must provide written notification to the contracting officer, Ryan Rodriguez at rodriguez.ryan@epa.gov, at least four (4) workdays prior to the conference date.

Notifications provided later than the timeframe specified above may not allow for sufficient time for compliance with RTP-Visitor Management System (VMS) requirements and therefore, may be denied.

The EPA RTP Campus is a restricted Federal facility, therefore visitors are responsible for ensuring that their identification card presented for the purpose of accessing the EPA RTP Campus is REAL ID Act compliant. Visitors without compliant forms of identification will not be allowed to access the facility.

**\*\*Please see Attachment 9 for details regarding instructions for visitors to gain access to the EPA-RTP Facility.**

#### **15. LOCAL PROVISIONS EPA-L-15-102 TECHNICAL QUESTIONS (FEB 2014)**

Offerors must submit all technical questions concerning this solicitation electronically through FedConnect. In order to submit questions, offerors must register in FedConnect at [www.fedconnect.net](http://www.fedconnect.net), see main page for registration instructions. For assistance in registering or for other FedConnect technical questions please call the FedConnect Help Desk at (800) 899-6665 or email at [support@fedconnect.net](mailto:support@fedconnect.net). Only those technical questions posted through FedConnect will be accepted. EPA must receive technical questions no later than 4 calendar days after the preproposal conference. EPA will utilize FedConnect to issue amendments to the solicitation (e.g., to answer technical questions which may affect proposal submittal). EPA will not reference the source of the questions.

#### **16. LOCAL PROVISIONS EPA-L-15-104 ELECTRONIC SUBMISSION OF PROPOSALS/BIDS/OFFERS/QUOTES (MAR 2014)**

(a) Electronic submission of proposals, bids, offers or quotes is required and shall only be accepted through the FedConnect web portal. FedConnect can be accessed at <https://www.fedconnect.net/Fedconnect/>. All responses to questions will be released on FedConnect. For assistance in registering or for other FedConnect technical questions please call the FedConnect Help Desk at (800) 899-6665 or email at [support@fedconnect.net](mailto:support@fedconnect.net). There is no charge for registration in or use of FedConnect.

(b) All vendors must be registered in the System for Award Management (SAM), as this facilitates vendor credentials validation for FedConnect. Registration may be completed and information regarding the registration process may be obtained at <http://www.sam.gov>. There is no charge for registration in SAM.

(End of provision)

**ATTACHMENT 1**  
**PERFORMANCE WORK STATEMENT**

**PERFORMANCE WORK STATEMENT  
FOR AUDIOVISUAL SERVICES**

**BACKGROUND and PURPOSE:**

The purpose of this procurement is to provide technical services in support of the audiovisual needs of the EPA community located in the Research Triangle Park, (RTP), NC. The primary focus of the work will be located within a 50 mile radius of RTP, NC.

**SPECIFIC REQUIREMENTS:**

The contractor shall furnish all labor, supervision, repair tools, materials, transportation and management necessary for the operation, maintenance and administration of government-owned audiovisual equipment. The government will provide approximately 353 square feet of space at the EPA Facility to perform the operation of these services. The government will provide all furniture and computers required for these offices.

**A. AUDIOVISUAL SERVICES:**

The contractor shall provide audiovisual assistance and support as requested or required by the project officer for meeting within the EPA-RTP facilities and any other locations within a 50 mile radius where the EPA is conducting official business. The duties shall include but not limited to the following:

1. The contractor shall deliver, install, set-up, operate and provide routine maintenance to all government audiovisual equipment listed in attachment # 4. In addition, may arrange for equipment rental and pick up and return of rental equipment at customers' request.
2. The contractor shall provide technical assistance to the EPA in resolving all audiovisual problems during the planned stage of meetings, conferences and events. In addition, the contractor shall provide assistance to correct technical difficulties that may occur during meetings, presentations, conferences and events.
3. The contractor shall set-up and make ready audiovisual equipment. (i.e.- microphones, overhead projectors, LCD projectors, VCR's, DVD's and other equipment as requested by the government)
4. The contractor shall transcribe the conferences and meeting using both audio and visual reproduction capabilities. (Cassette tape, video tape, discs, digital copies) The contractor shall photograph and transcribe events via digital photography limited to first floor public areas to include the classrooms and main auditorium. Prints will be made and provided to customers (government personnel) supplying the materials needed for reproduction on the EPA's Audiovisual equipment.
5. The contractor shall duplicate DVD's, video tapes, and/or CD's if required by the project officer. The contractor will provide video tapes and discs.
6. The contractor shall operate the audiovisual systems in classrooms and auditorium spaces of the EPA facilities.
7. The contractor shall perform all preventative and routine maintenance, and inspections on the equipment. Preventative maintenance shall consist primarily of inspecting, cleaning, lubricating, adjusting, calibrating equipment and minor parts and component repair as required to minimize malfunction, breakdown, and deterioration of any equipment. The repairs will be required to bring



equipment up to its original operating capacity. Should major repairs be required which are beyond the capabilities of the contractor, or should it be determined that it is not economically feasible to perform repairs on-site; the contractor shall notify the Project Officer within 2 business days and provide justification for the repair and a recommendation of a source to accomplish the repair. The contractor shall maintain an accurate record of all equipment, including manufacturers' warranties, operation and maintenance manuals, and equipment specifications.

8. The contractor shall do all things necessary to manage and operate a loan service of all government-owned equipment to government personnel. The contractor shall issue (loan) portable audiovisual equipment to authorized government personnel (any government employee with a valid government ID Card/badge) by means of a hand receipt (property pass). The contractor shall maintain a tracking system with all necessary records to track such equipment and actions and maintain an inventory control of all "loan" items and maintain storage and care of the items when not on loan.

The Project Officer will prioritize requests for the above mentioned services should conflicts with scheduling occur due to limited resources.

9. The contractor shall provide technical support, maintain operation, and troubleshoot satellite TV systems operated by EPA-OARM-RTP.

10. The contractor shall provide video editing services for projects approved by the Project Officer.

11. The contractor shall provide excellent customer service to internal and external customers of the audiovisual department. This includes, but is not limited to, assisting customers locate their reserved spaces; explanation of AV equipment and its operation; providing general information on their room area and nearby amenities. Contractor shall escort AV vendors and customers as needed. Occasionally contractor will assist with furniture requests and placement of needed pieces.

12. The contractor shall coordinate with IRMD to provide customer access to wireless internet services. This involves planning for services 24 hours in advance and obtaining necessary user ID's and passwords for customer use.

13. The Contractor shall perform all work in compliance with federal, state and local environmental laws and regulations. The Contractor shall also participate fully in the EPA-RTP environmental management system (EMS), and shall require all staff to take the Agency's EMS annual two-hour course. The Contractor shall comply with the EMS policy, environmental management programs (EMPs) and operational controls (OCs) as defined at <http://www.epa.gov/rtp/ems/e4e.htm>

## **B. TECHNICAL SUPPORT**

The contractor shall provide technical advice, recommendations and guidance to the EPA as related to installation and design of new audiovisual equipment and systems as well as improvements to existing equipment. Technical advice, recommendations and guidance shall be provided in writing to the Audiovisual Project Officer.

## **C. SCHEDULING OF AGENCY COMMON ROOMS AND FURNITURE SETUP**

1. The contractor shall provide scheduling and scheduling assistance in the EPA common rooms using software that the government will provide to the contractor. \* In addition the contractor shall provide guidance and recommendations concerning furniture arrangements for the rooms to be used. The contractor shall provide a computerized drawing with the room layout so the requestor can indicate the

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way they would like the furniture arranged. The contractor shall provide the Project Officers providing these services this drawing once the requestor has approved the layout. The Project Officer will ensure that the furniture is setup in the manner requested.

2. The contractor shall be responsible for a physical check each day of each agency conference / video room, classrooms, and the auditorium to ascertain furniture and equipment inventory. This check will include reporting building maintenance issues, repair needs and climate control needs ( room temperature ) to the facilities call center.\*\* The contractor shall be responsible for maintaining a supply in each room of consumable items such as but not limited to dry erase markers, markers, and flipcharts. The government will provide the contractor such supplies for each room. A monthly written report shall be provided by the contractor to the Project Officer that provides accounting for such items, room reservation data and setup request data.

3. A print out of the weekly schedule will be prepared and emailed to the Project Officer and key staff one week prior.

\* The breakdown of the common Agency rooms is as follows for the Main EPA campus:

Auditorium (approx. 4086 sq. ft.), three classrooms (avg. sq. ft. 1030), fourteen large conference rooms (avg. sq. ft. 450), five small conference rooms (avg. sq. ft. 225) and four Video Conference rooms (avg. sq. ft. 420). The Auditorium and the three classrooms are located in building C in the center of the facilities of the Main Campus. All other rooms are located throughout the building. The distance from the Audiovisual Contractor's office to both ends of the building are between 1/10th and 2/10th of a mile. Common Agency rooms in other EPA buildings are two auditoriums (avg. sq. ft. 800), three classrooms (avg. sq. ft. 650), and three large conference rooms (avg. sq. ft. 480).

\*\* Any special setups, discrepancies or problems related to the rooms shall be reported immediately to the Project Officer who will determine which actions should be taken to fix the problem.

### **D. DELIVERABLES**

The contractor shall submit a complete Quality Assurance Surveillance Plan (QASP) to the Contracting Officer (CO) and Contracting Officer's Representative (COR) for approval two weeks after the contract award. The Contractor shall submit an electronic copy of the QASP via e-mail within the following file formats: Microsoft Word, Adobe PRD, and/or Microsoft Excel. The Contractor's Quality Assurance Surveillance Plan shall address the following elements:

QASP Format: The following is the required format for the QASP.

1. Purpose: Outlines the purpose of the QASP in terms of performance management approach and performance management strategy.
2. Roles and responsibilities: Defines the roles and responsibilities of the government and the contractor.
3. Contract requirements: Description of the required service(s) or supply(ies); include task or order number, or some other explanation of the source.
4. Performance standards: Provides the same performance objectives and thresholds that are stated in the performance requirements section of the PWS. Performance standards define desired services. The government performs surveillance to determine if the contractor exceeds, meets, or does not meet these standards.

5. Performance indicators: Description of the error rate, downtime, response time, failure to pass inspection, successful performance, or some other established measure.
6. Acceptable quality levels (AQLs): Minimum levels of acceptable performance that the contractor must meet and still be considered a satisfactory performer.
7. Methods of surveillance: Specifies the mix of existing management information systems, random sampling, periodic inspection, 100 percent inspection, and customer feedback to properly monitor performance and quality.
8. Method of documenting contractor performance: Describes the process for documenting contractor performance. This process must properly align with the method of surveillance.

#### **E. INSPECTION AND ACCEPTANCE**

- (a) The Contracting Officer or the duly authorized representative will perform inspection and acceptance of materials and services to be provided.
- (b) For the purposes of this clause, the Project Officer is the authorized representative of the Contracting Officer.
- (c) Inspection and acceptance will be performed at:

U.S. Environmental Protection Agency  
109 TW Alexander Drive  
Research Triangle Park, North Carolina

#### **F. ACCESS TO GOVERNMENT PROPERTY, SERVICE, AND/OR SPACE**

1. A portion of the effort required to be accomplished under this contract must be performed at a Government facility. The Contractor shall be granted ingress and egress at such Government facility.
2. While Contractor personnel are at the Government facility, the Contractor is responsible for compliance with all laws, rules, and regulations governing conduct with respect to health and safety as they relate not only to their employees and agents, but also to other personnel who are Government employees or agents of the Government, and to property at the site regardless of ownership.
3. When the Contractor's team arrives at the Government facility, the team leader will make detailed arrangements with the Project Officer for access to and availability of the property, services, and space as listed hereafter.
4. While on Government premises and in possession of Government property, the Contractor is considered to be a bailee for hire, and subject to all duties thereof.
5. The Government property, services, and/or space as listed hereafter to which the Contractor shall have access under this clause shall be made available at the Government facility. In the event the property to which the Contractor is to have access is not made available as scheduled, the Contracting Officer shall, upon timely written request made by the Contractor, make a determination of the delay, if any,

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occasioned the Contractor thereby and shall equitably adjust the delivery or performance dates of the Contract and any other contractual provisions affected by any such delay, in accordance with the procedures provided for in the clause of the contract entitled "Changes."

**LOCATION:**

US Environmental Protection Agency  
RTP Campus  
109 T.W. Alexander Drive  
RTP, NC 27711

**PROPERTY:** See Attachment 4, Access to Government Property List

**G. GOVERNMENT SUPPORT**

This clause outlines the support to be provided by the Government, at their Research Triangle Park, NC area facilities, to the contractor in performance of the required work under this contract. Such items and services, as hereinafter defined, will be furnished to the contractor on a no-charge for use basis. The contractor shall make a reasonable effort to anticipate and schedule contract program support requirements in order that the Government may effect orderly scheduling and requisitioning, if necessary, of property, supplies, and services to be furnished hereunder.

**DEFINITION:**

On-site operation refers to contractor operations performed at any of the EPA owned/leased facilities in the Research Triangle Park, NC area.

**GENERAL:**

1. In accordance with this clause, requests for specific support to be furnished by EPA shall be made by the contractor to the Project Officer.
2. Support will be provided by the EPA only within the confines of statutory and regulatory limitations and as may be required for performance under this contract.
  - a. Office space - The Government will provide suitable office space onsite for location of the contractor's project management. Suitable storage space for overnight storage of craftsman tools, power tools, ladders, and other high value items used in work order accomplishment will be provided.
  - b. Office Equipment – The government will provide suitable office equipment for use in the on-site space described in (a) above. Maintenance of such equipment will be accomplished by the contractor.

**SERVICES:**

The following services will be furnished by the Government for on-site use only in the performance of the contract:

1. Custodial or Janitorial- for physical space by the contractor.
2. Cafeteria Privileges- for contractor employees during normal operating hours.
3. Maintenance- for space occupied by contractor personnel.

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4. Mail "Handling- Pick-up and delivery of official mail, provided it is properly sealed and stamped.

5. Communications- for telephone communications, both local and long distance (where available) for official business only to support this contract.

## **ATTACHMENT TO PWS**

### **Agency Personal Verification Procedures for Contractor Personnel October 2006**

**Background:** Homeland Security Presidential Directive 12 (HSPD-12), signed on August 27, 2004, requires a Government-wide, common identification standard for all Federal and contractor employees requiring physical access to Federally controlled facilities and/or logical access to Federally controlled information systems. The goals of HSPD-12 are to enhance safety and security, increase Government efficiency, reduce identity fraud, and protect personal privacy.

HSPD-12 requires that the common identification be: (a) issued based on sound criteria for verifying an individual employee's identity; (b) strongly resistant to identity fraud, tampering, counterfeiting, and terrorist exploitation; (c) rapidly authenticated electronically; and (d) issued by providers whose reliability has been established by an official accreditation process.

HSPD-12 and its common identification standard require personal identity verification (PIV), background investigations, and suitability determinations for all affected contractor and subcontractor personnel. In accordance with FAR clause 52.204-9, Personal Identity Verification of Contractor Personnel, contractors and subcontractors must comply with EPA's master plan for implementing HSPD-12.

#### **a) Contractor Requirements for Personal Identity Verification of Contractor Personnel (including subcontractors)**

**Contractor Employees Requiring Access to EPA facilities or EPA Information Systems for at Least 24 Hours a Week for at Least 6 Months:** All individual contractor employees whose work under the contract requires on-site access to an EPA controlled facility or logical access to an EPA information system for at least 24 hours a week for at least 6 months a year, will be required to undergo a background investigation in order to receive an EPA Personnel Access and Security System (EPASS) badge.

**To begin the PIV process, the contractor should submit to the Contracting Officer Representative (COR) within ten (10) days of contract start date** or contract modification with this Attachment to Statement of Work "Agency Personal Verification Procedures for Contractor Personnel," the following information in electronic format via secure means using the HSPD-12 Contractor Template found at <http://epa.gov.oam/>. The template was developed to assist in the transmission of the required contractor employee information in a uniform format. The template also contains drop down menus when entering data in various data cells. Specifically, the 8 data elements, Employee Type, Program Office, Work City and State, Birth State, Birth Country, Citizenship, Previous Investigation and Investigative Agency, contain drop down menus.

- o Contract number;
- o Contract expiration date;

- o Name, address, and phone number of the Contractor Program Manager point of contact;
- o Name, date of birth, place of birth (city, state, country), and Social Security Number for all contractor employees identified above. (NOTE: This information must be protected at all times, including during transmission, according to the requirements of the Privacy Act of 1974; see <http://www.epa.gov/privacy/>);
- o Employee Type, Position, Email address, Program Office, Work City and State,
- o An indication of which contractor employees are foreign nationals;
- o Name of each contractor employee claiming to have a previous, favorably adjudicated Federal background investigation on record, and the name of the Federal Agency that required the investigation, and the completion date.

The contract-level COR will upload this information to the Office of Administrative Services Information System (OASIS) personnel security database.

After submission of the preliminary information, the contractor will be notified by the contract-level COR or PSB when to begin providing all information on Standard Form (SF) 85P, Questionnaire for Public Trust Positions, and submit the form electronically to PSB via the Office of Personnel Management's (OPM's) Electronic Questionnaires for Investigations Processing (e-QIP) system. Instructions for using e-QIP, filling out, and submitting the SF 85P on-line, can be found at <http://www.opm.gov/e-qip/reference.asp>. As part of the investigative and EPASS badging processes, contractor employees must be fingerprinted, photographed and provide two forms of identification, at a time and location specified by the COR. These fingerprints will be sent to the Federal Bureau of Investigation (FBI) for processing.

Contractor employees with a favorably adjudicated Federal background investigation at the National Agency Check and Inquiries (NACI) level or above, completed within the past 5 years and verified by EPA, do not require an additional investigation unless one is requested by the Contracting Officer (CO) or contract-level Contracting Officer Representative (COR). These employees must still be fingerprinted at a time and location specified by the COR.

In order to prevent any interruption of contractor services pending the completion of the OPM background investigation, the Office of Administrative Services (OAS) Security Management Division (SMD) has procedures in place to issue temporary or provisional badges.

When reporting in person, as directed by the contract-level COR, contractor employees must provide two forms of original identity source documents from the lists on Form I-9, OMB No.1615-0047, Employment Eligibility Verification (available at <http://www.uscis.gov/graphics/formsfee/forms/files/i-9.pdf>). At least one document shall be a valid State or Federal Government-issued picture identification.

**Contractor Employees Requiring EPA Access for Less than 24 Hours a Week for 6 Months:** These contractor employees may be subject to the above requirements, and may have limited and controlled access to facilities and information systems.

**Foreign National Contractor Employees:** To be eligible to work on-site at an EPA controlled facility or to access EPA information systems, a foreign national contractor

employee must have been admitted to the U.S. on an Immigrant Visa or a Non-Immigrant Work Authorization Visa. Foreign nationals requiring access to an EPA controlled facility or EPA information system for at least 24 hours a week for at least 6 months a year must meet the above requirements for an EPASS badge, and in addition:

- o In the "Continuation Space" on the SF 85P, provide the visa number, issuance location, and issuance date for the visa used for entry to the U.S;
- o When presenting two identification source documents, as described above, provide at least one from List A on Form 1-9.

When determining a foreign national contractor employee's eligibility for an EPASS badge, EPA will consider the type of visa presented (immigrant vs. non-immigrant) and the reciprocity agreement between the U.S. and the individual's country of origin. These considerations are in addition to the "red flag" issues listed below.

**Screening of the SF 85P:** Information contained on the SF 85P may demonstrate that a contractor employee is not suitable to be given access to EPA facilities or information systems. PSB will screen information entered on the SF 85P prior to OPM initiating the background investigation. For individuals with admitted, derogatory information, issuance of an EPASS badge may be delayed pending further EPA review. Contractors are responsible for providing qualified personnel in accordance with requirements stated elsewhere in this contract. Contractors will only be notified by the COR if any contractor employee is found unsuitable to perform as a result of a background investigation, and must be immediately replaced by the contractor. The following are possible "red flags":

- o Employment - Having been fired from a previous job, or having left under unfavorable circumstances within the past 7 years (Question 12 on the SF 85P);
- o Selective Service - Failure to register with the Selective Service System; this applies to male applicants born after December 31, 1959 (Question 17 on the SF 85P);
- o Police Records - Within the past 7 years, any arrest, charge, or conviction that has been upheld for violent or dangerous behavior or a pattern of arrests that demonstrates disregard for the law (Question 20 on the SF 85P);
- o Illegal Drugs - Illegal use within the previous year, or drug manufacture or other involvement for profit within the past 7 years (Question 21 on the SF 85P).

**b) Returning Badges**

The contractor is responsible for ensuring that all badges are returned to the COR at the conclusion of the contract or when contractor on-site services are no longer required, or when an individual contractor employee leaves.

**c) Subcontracts**

These requirements must be incorporated into all subcontracts wherein employees' work under the subcontract requires physical access to an EPA controlled facility or logical access to an EPA information system for 6 months or longer.

**d) Appeals**

Contractors have the right to appeal, in writing to the COR, a determination to deny or revoke a badge. If the COR believes an appeal is justified, he/she will forward it to:

U.S. Environmental Protection Agency



Personnel Security Branch (Mail Code 3206M)  
1200 Pennsylvania Avenue, NW  
Washington, DC 20460

PSB's decision on behalf of the Agency will be final and not subject to further appeal.

**e) Definitions**

- o "EPA Information System" means an information system [44 U.S.C. 3502(8)] used or operated by EPA, or a contractor of EPA or other organization on behalf of the Agency.
- o "EPA Controlled Facilities" means:
- o EPA or Federally-owned buildings or leased space, whether for single or multi-tenant occupancy, and its grounds and approaches, all or any portion of which are under the jurisdiction, custody or control of the Agency;
- o EPA or Federally controlled commercial space shared with non-government tenants. For example, if a department or agency leased the 10th floor of a commercial building, the Directive applies to the 10th floor only;
- o Government-owned contractor-operated facilities, including laboratories;
- o The term does not apply to educational institutions that conduct activities on behalf of departments or the agency or at which Federal Employees are hosted unless specifically designated as such by the sponsoring department or agency.
- o "Foreign National" means an individual who is not a United States citizen.

**ATTACHMENT 2**  
**PEFORMANCE REQUIREMENTS SUMMARY**

			EPA's Proposed Methods for Monitoring Performance Standards	Lot Size	A.Q.L.	% TCP per month
Perf						
1	The contractor shall complete all equipment set-up within 1 day of notice	PWS Reference: A.1, A.3, A.6, A.9, A.12, and C.1	Primary: Random Sampling Secondary: Customer Input	# of orders Per Month	To Be Filled In At Time of Award	20%
2	The contractor shall complete the following services within 40 business hours of notice: duplicate videotapes or discs; transcribe conferences or meetings; provide video editing services	PWS Reference: A.4, A.5, and A.10	Primary: Random Sampling Secondary: Customer Input	# of orders Per Month	To Be Filled In At Time of Award	5%
3	Maintain an accurate Equipment Loan System	PWS Reference: A.8	Primary: Random Sampling Secondary: Customer Input	# of orders Per Month	To Be Filled In At Time of Award	5%
4	Perform accurate Data Input (data input includes the weekly report). Accurate data includes but is not limited to, correct spelling, grammar, and logistical information.	PWS Reference: C.1 and C.3	Primary: Random Sampling Secondary: Customer Input	# of orders Per Month	To Be Filled In At Time of Award	5%
5	Correct all Equipment Malfunctions (routine maintenance) within 2 days of becoming aware of the problem	PWS Reference: A.1 and A.7	Primary: Random Sampling Secondary: Customer Input	# of orders Per Month	To Be Filled In At Time of Award	20%
6	Complete all Conference Room Reservations within 1 business hour of receipt of request.	PWS Reference: C.1	Primary: Random Sampling Secondary: Customer Input	# of orders Per Month	To Be Filled In At Time of Award	20%
7	The contractor shall provide excellent customer service: Assist customers to locate their reserved spaces; explain the AV equipment and its operation; provide general information on their rooms and the nearby amenities; escort AV vendors and customers as needed. The contractor shall be courteous to the customers and provide accurate responses.	PWS Reference: A.2 and A.11	Primary: Random Sampling Secondary: Customer Input	# of orders Per Month	To Be Filled In At Time of Award	25%

**ATTACHMENT 3**

**WAGE DETERMINATION – COLLECTIVE BARGAINING AGREEMENT (CBA)**

## SUPPLEMENTAL AGREEMENT

Agreement, made this \_\_\_\_\_ day of \_\_\_\_\_ by and between Industrial, Technical and Professional Employees Union, OPEIU LOCAL 4873, AFL-CIO, (hereinafter referred to as the "Union") and Integrated Solutions (hereinafter referred to as the "Company") and;

WHEREAS, the parties have entered into a Collective Bargaining Agreement, effective August 1, 2014, covering wages, hours and working conditions of the non-supervisory Audio Visual Employees, employed by the Company at the Environmental Protection Agency at Research Triangle Park, N.C. and;

WHEREAS, the aforementioned Agreement provides for the Company and the Union to negotiate wages and fringe benefits.

Now, therefore, it is hereby agreed as follows:

### APPENDIX "A"

#### WAGES

##### CURRENT:

AUDIO VISUAL TECHNICIAN	\$24.88
-------------------------	---------

##### EFFECTIVE OCTOBER 1, 2014:

AUDIO VISUAL TECHNICIAN	\$25.62
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### APPENDIX "B"

#### HEALTH AND WELFARE

##### CURRENT:

The Company shall contribute to the Company Health and Welfare the sum of Three Dollars and Eighty One Cents (\$ 3.81) per hour for all straight time hours worked plus all hours paid for vacation, holidays, and sick leave for each and every employee covered by this agreement, not to exceed Forty (40) hours in any one week.

EFFECTIVE OCTOBER 1, 2014:

The Company shall contribute to the Company Health and Welfare Fund the sum of Three Dollars and Ninety One Cents (\$3.91) per hour for all straight time hours worked plus all hours paid for vacation, holidays and sick leave for each and every employee covered by this agreement, not to exceed Forty (40) hours in any one week.

APPENDIX "C"

VACATION

CURRENT AND EFFECTIVE OCTOBER 1, 2014:

After One (1) year of service, Two (2) weeks Vacation.

After Five (5) years of service, Three (3) weeks Vacation.

After Ten (10) years of service, Four (4) weeks Vacation.

The term "hours previously worked" shall include hours of Vacation and Holidays.

Length of service includes the whole span of continuous service with the present (successor) contractor, wherever employed, and with the predecessor contractors in the performance of similar work at the same Federal Facility.

Vacations will not be accumulated from year to year, nor taken back to back. If the Company consents, the employee may elect not to take his Vacation, in which case he will receive pay in lieu thereof, on the anniversary date of his employment. The employee may take his Vacation in more than one segment with the consent of the Company. The employee will be paid at the rate current when Vacation was due.

An employee will receive an extra day's Vacation or be paid an extra day's pay for a paid Holiday which falls within his Vacation period, in accordance with the provisions of Article XX – Holidays.

Vacation will be granted at times most desired by employees in order of their seniority within their work shifts, but the final right as to allotment and scheduling of Vacation periods is reserved to the Company in order to assure the orderly operation of its business. Except in cases of emergency, a Vacation period once assigned will not be canceled by the Company except with the agreement of the employees.

Temporary layoffs or leaves of absence during the year will not interrupt the continuity of service for the purpose of eligibility for Vacation and shall be counted toward the required year for each Vacation period.



## APPENDIX "D"

### HOLIDAYS

#### CURRENT AND EFFECTIVE OCTOBER 1, 2014:

- |                                     |                         |
|-------------------------------------|-------------------------|
| 1. NEW YEARS DAY                    | 7. COLUMBUS DAY         |
| 2. MARTIN LUTHER KING JR'S BIRTHDAY | 8. VETERANS DAY         |
| 3. WASHINGTON'S BIRTHDAY            | 9. THANKSGIVING DAY     |
| 4. MEMORIAL DAY                     | 10. CHRISTMAS DAY       |
| 5. INDEPENDENCE DAY                 | 11. EMPLOYEE'S BIRTHDAY |
| 6. LABOR DAY                        | 12. FLOATING HOLIDAY    |

Employees shall receive One (1) additional floating Holiday to be taken per year on any day that is agreed upon by the employee and the Company.

Holidays for which every employee will be compensated at the hourly base rate of pay. In computing the number of hours for which an employee is entitled to compensation, the proportion which the average number of hours worked by an employee during the preceding normal work week bears to Forty (40) hours shall be applied to Eight (8) hours to determine the number of paid hours said employee is entitled to receive.

For example, if an employee worked Thirty (30) hours during the normal work week preceding the Holiday week, his Holiday pay would be computed by  $\frac{3}{4}$  (30/40) of Eight (8) hours and multiplying the resulting Six (6) hours by his hourly base rate of pay.

Any work performed on a Holiday will be paid at the employee's regular rate of pay in addition to the Holiday pay. If any of the named Holidays falls on a non-working day, the employee shall either observe the Holiday on the following working day or shall receive pay for the average number of hours normally worked in lieu of the observance above their normal compensation for work performed.

In the event that one of the Holidays shall occur during the employee's Vacation, the employee will receive an additional day of paid Vacation, unless the employee and the Company agrees that he may receive pay in lieu thereof.

In order for an employee to qualify for a paid Holiday, he must have worked his regular scheduled work day immediately preceding the Holiday, unless excused by reason of illness, Bereavement Leave or other good cause.

## APPENDIX "E"

### PENSION

#### CURRENT

The Company shall contribute the sum of One Dollar (\$1.00) per hour to the ITPEU Pension Fund for each hour worked, all hours paid for vacation, holidays and sick leave, not to exceed Forty (40) hours in any one week.

In executing this Addendum, the Company agrees to be bound by the terms and conditions of the Agreement and Declaration of Trust establishing the ITPEU Pension Fund thereunder.

Receipt of both documents is hereby acknowledged. In addition the Company agrees to be bound by any amendments to the aforesaid resolutions and other actions duly adopted by the Board of Trustees of the ITPEU Pension Fund.

#### EFFECTIVE OCTOBER 1, 2014

The Company shall contribute the sum of One Dollar and Five cents (\$1.05) per hour to the ITPEU Pension Fund for each hour worked, all hours paid for vacation, holidays and sick leave, not to exceed Forty (40) hours in any one week.

In executing this Addendum, the Company agrees to be bound by the terms and conditions of the Agreement and Declaration of Trust establishing the ITPEU Pension Fund thereunder.

Receipt of both documents is hereby acknowledged. In addition the Company agrees to be bound by any amendments to the aforesaid resolutions and other actions duly adopted by the Board of Trustees of the ITPEU Pension Fund.

## APPENDIX "F"

### BEREAVEMENT LEAVE

#### CURRENT AND EFFECTIVE OCTOBER 1, 2014:

In the instance of the death of a member of the immediate family of an employee, occurring after the completion of the employee's probationary period, the Company will grant paid leave of not more than Three (3) days to enable such employee to attend the funeral and otherwise assist in arrangements pertaining to the burial of a member of the family.



A days pay will consist of the employee's regular base rate for the hours scheduled for the time during which the Bereavement Leave occurs and shall be applicable only to days within his regular work week.

The term "immediate family" as used herein is defined as consisting of the following only:

MOTHER, FATHER, SPOUSE, CHILDREN, GRANDPARENTS,  
GRANDCHILDREN AND SIBLINGS.

No employee otherwise entitled to such benefits unless he/she gives reasonable notice to the Company prior to taking time off for Bereavement purposes and provided appropriate documentation of his/her Bereavement Leave upon request of the Company

#### APPENDIX "G"

##### SICK LEAVE

#### CURRENT AND EFFECTIVE OCTOBER 1, 2014:

All employees shall receive paid Sick Leave benefits accruable on the basis of One Half (1/2) day of Sick Leave per each month worked, not to exceed Six (6) days per year.

All unused Sick Leave shall be paid to all employees in cash at the end of each contract year or when termination of the incumbent Company's contract with the Government, or when an employee leaves the employment of the Company, whichever comes first.

#### APPENDIX "H"

##### JURY DUTY

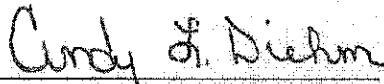
#### CURRENT AND EFFECTIVE OCTOBER 1, 2014:

If an employee is summoned to serve on the jury on his or her regular scheduled work day, he/she shall be paid the difference between the amounts he/she received for Jury Duty and his/her usual rate of pay.

In order to be eligible for this compensation, the employee shall furnish to the employer on request a written statement from the Clerk of Court showing that he/she were summoned and also the amount received for Jury Duty.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement this  
\_\_\_\_\_ day of \_\_\_\_\_ 2014.

INDUSTRIAL, TECHNICAL AND  
PROFESSIONAL EMPLOYEES UNION,  
OPEIU Local 4873, AFL-CIO.

  
\_\_\_\_\_  
Cindy L. Diehm  
Vice President

INTEGRATED SOLUTIONS &  
SERVICES UNLIMITED INC.

  
\_\_\_\_\_  
Clarence McGill Jr.  
President

## AMENDMENT TO SUPPLEMENTAL AGREEMENT

AGREEMENT made this 22<sup>nd</sup> day of August and between INDUSTRIAL, TECHNICAL AND PROFESSIONAL EMPLOYEES UNION, OPEIU Local 4873, AFL-CIO hereinafter referred to as the "Union", and Integrated Solutions & Services Unlimited, Inc., hereinafter referred to as the "Company".

WHEREAS, the parties have entered into a Collective Bargaining Agreement effective August 1, 2014 covering wages, hours and working conditions of non-supervisory Audio Visual employees employed by the Company at E.P.A Research Triangle Park, NC and

WHEREAS, except as specifically modified herein, all terms and conditions of the Agreement referenced above, including the most recent Supplemental Agreement thereto shall remain in full force and effect.

NOW, THEREFORE, it is mutually agreed that said Agreement is amended to read as follows:

### APPENDIX "B"

#### HEALTH AND WELFARE

##### CURRENT:

The Company shall contribute to the Company Health and Welfare the sum of three dollars and eighty-one cents (\$3.81) per hour for all straight time hours worked plus all hours paid for vacation, holidays, and sick leave for each and every employee covered by this agreement, not to exceed forty (40) hours in any one week.

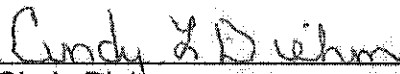
##### EFFECTIVE: OCTOBER 1, 2014

The Company shall contribute to the Company Health and Welfare the sum of four dollars and two cents (\$4.02) per hour for all straight time hours worked plus all hours paid for vacation, holidays, and sick leave for each and every employee covered by this agreement, not to exceed forty (40) hours in any one week.

IN WITNESS WHEREOF, the parties hereto have hereunder set their hands and seals on the date first above written.

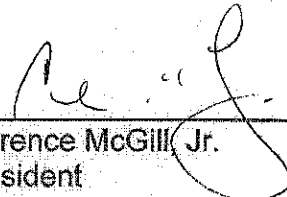
**FOR THE UNION:**

Industrial, Technical and Professional  
Employees Union, OPEIU Local 4873,  
AFL-CIO

  
\_\_\_\_\_  
Cindy Diehm  
ITPEU Vice President

**FOR THE COMPANY:**

Integrated Solutions & Services  
Unlimited, Inc.

  
\_\_\_\_\_  
Clarence McGill Jr.  
President

**ATTACHMENT 4**

**ACCESS TO GOVERNMENT PROPERTY LIST**

INVE	CATEGORY	DECAL	DESCRIPTION	MANUFACTURER	MODEL	SERIAL	DATE ACQ.	COST ACQ.	LOCATION	Notes
0	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
1	GFP	N/A	Portable PA System 150W	Fender	Passport-P150	N045898KO	4/4/2005	500	C105B	Contractor
2	GFP	A96381	Portable PA System 250W	Fender	PD-250	CGPB080000953	8/27/2008	850.00	C105B	Loan Pool
3	GFP	N/A	Mixer, Audio	Shure	M-267	N/A	9/1/1990	N/A	C105B	Contractor
4	GFP	154038	Mixer, Audio	Panasonic	WR-450	670067	9/1/1977	N/A	C105B	Contractor
5	GFP	N/A	Mixer, Audio	Electro Voice	BK-842	122146	N/A	N/A	C105B	Contractor
6	GFP	409039	Mixer, Audio	Shure	M68FC	N/A	5/1/1984	N/A	C105B	Contractor
7	GFP	807226	Mixer, Audio	Shure	M68	N/A	1/1/1985	N/A	C105B	Contractor
8	GFP	N/A	Mixer, Audio	Mackie	1604-VLZ3	0018454-00	1/30/2007	850	C105B	Contractor
9	GFP	N/A	Mixer, Audio	Mackie	CR1604	VLZA099461	5/1/1997	895.00	C105B	Contractor
10	GFP	N/A	Mixer, Audio	Mackie	SR32-4	21DT41435	10/25/2004	1800	C105B	Contractor
11	GFP	N/A	Mixer, Audio	Behringer	XENYX2442FX	N0704124559	6/13/2007	330	C105B	Contractor
12	GFP	B22909	Mixer, Audio	Behringer	Xenyx 802	347521760	7/20/2011	50	C115	Contractor
13	GFP	N/A	Mixer Hard Case for SR32-4	LP Audio	N/A	N/A	10/25/2004	300	C105B	Contractor
14	GFP	N/A	Mixer Stand for SR32-4 "X"	On Stage	Extreme 100	N/A	10/25/2004	150	C105B	Contractor
15	GFP	N/A	8 Channel Audio Snake 20'	Proco	HE-110657	N/A	9/1/1989	N/A	C105B	Contractor
16	GFP	N/A	32 Channel Audio Snake 100'	Horizon Music	34353	N/A	11/1/2004	790	C105B	Contractor
17	GFP	N/A	CD Player	Tascam	CD-401	40226892	N/A	N/A	C105B	Loan Pool
18	GFP	918236	Audio Cassette Player	Tascam	133B	860172912	N/A	N/A	C105B	Loan Pool
19	GFP	N/A	Audio Cassette Recorder	Califone	5270B	90314029	N/A	N/A	C116	Loan Pool
20	GFP	A51914	Electric Piano	Yamaha	Clavinova	612404	N/A	\$5,000.00	C115	Loan Pool
21	GFP	663811	Oscilloscope	Leader	LBO-315	9040285	9/1/1989	N/A	C105B	Contractor
22	GFP	N/A	Amplifier Video, Distro.	Panasonic	AG-DA100	C2A6707D1	5/1/1986	N/A	C111A	Fixed Equip.
23	GFP	806091	Amplifier, Video Distro	Panasonic	AG-DA100	B6A068601	5/1/1986	N/A	C105B	Contractor
24	GFP	N/A	Amplifier, Video Distro	Panasonic	AG-DA100	G3A7774D	9/1/1988	N/A	C105B	Contractor
25	GFP	N/A	Amplifier, Video Distro	Panasonic	WJ300	N/A	1/1/1985	N/A	C105B	Contractor
26	GFP	N/A	Amplifier, Video Distro	Panasonic	WJ300	N/A	1/1/1985	N/A	C105B	Contractor
27	GFP	806821	Player, Video, VHS	Panasonic	AG1000	G6TB01614	8/1/1986	N/A	C115	Loan Pool
28	GFP	933985	Universal Video Recorder VHS	Panasonic	AG-W1	G1ME00477	N/A	N/A	C116	Loan Pool
29	GFP	807256	Amplifier, Audio	Bogen	C35B	N/A	1/1/1985	N/A	C105B	Contractor
30	GFP	N/A	UHF Wireless Distro Unit	Shure	UA844US	44354907	10/25/2004	440	C105B	Fixed Equip.
31	GFP	809733	Projector, 35mm	Kodak	EIII-ATS	A299578	4/1/1987	N/A	C105B	Loan Pool
32	GFP	N/A	Controller, Remote	Crestron	W-4A	N/A	1/1/1985	N/A	C105B	Loan Pool
33	GFP	812006	Projector, OV	3M	2100A	408164	5/1/1987	N/A	C115	Loan Pool
34	GFP	810431	Projector, OV	3M	2100A	413796	5/1/1987	N/A	C115	Loan Pool
35	GFP	N/A	Generator, Frequency	B&K	3011	6665	9/1/1989	N/A	C105B	Contractor
36	GFP	N/A	Soldering System	Unger	9000	N/A	9/1/1989	N/A	C105B	Contractor
37	GFP	N/A	Amplifier, Audio	Onkyo	A8190	3.8E + 009	9/1/1989	N/A	C105B	Contractor
38	GFP	N/A	Video Switcher	Panasonic	WJ-225R	5400713	9/1/1990	N/A	C105B	Contractor
39	GFP	N/A	Heat Gun	Master	HG-751B	N/A	9/1/1986	N/A	C105B	Contractor
40	GFP	N/A	Scan Converter	Panasonic	ET-100DS	EV2420242	9/1/1991	N/A	C115	Contractor
41	GFP	N/A	Cart	N/A	24" X 34"	N/A	N/A	N/A	C115	Contractor

42	GFP	N/A	Cart	N/A	24" X 34"	N/A	N/A	N/A	C115	Contractor
43	GFP	N/A	Cart	N/A	24" X 26 "	N/A	N/A	N/A	C115	Contractor
44	GFP	N/A	Cart	N/A	24" X 26 "	N/A	N/A	N/A	C115	Contractor
45	GFP	N/A	Flipchart Stand	Draper	DR400	N/A	7/1/1997	N/A	C115	Loan Pool
46	GFP	N/A	Flipchart Stand	Draper	DR400	N/A	7/1/1997	N/A	C115	Loan Pool
47	GFP	N/A	Flipchart Stand	Draper	DR400	N/A	7/1/1997	N/A	C115	Loan Pool
48	GFP	N/A	Flipchart Stand	Draper	DR400	N/A	7/1/1997	N/A	C115	Loan Pool
49	GFP	N/A	13" Color Monitor	Sony	PVM-1390	2003459	N/A	N/A	C113	Contractor
50	GFP	N/A	13" Color Monitor	Sony	PVM-1390	2003456	N/A	N/A	C113	Contractor
51	GFP	N/A	13" Color Monitor	Sony	PVM-1390	5007665	N/A	N/A	C113	Contractor
52	GFP	N/A	Easel	Quartet	N/A	N/A	2/24/2003	20.00	C116	Loan Pool
53	GFP	N/A	Easel	Quartet	N/A	N/A	2/24/2003	20.00	C116	Loan Pool
54	GFP	N/A	Easel	Quartet	N/A	N/A	2/24/2003	20.00	C116	Loan Pool
55	GFP	N/A	Easel	Quartet	N/A	N/A	2/24/2003	20.00	C116	Loan Pool
56	GFP	N/A	Easel	Quartet	N/A	N/A	2/24/2003	20.00	C116	Loan Pool
57	GFP	N/A	Easel	Quartet	N/A	N/A	2/24/2003	20.00	C116	Loan Pool
58	GFP	N/A	Easel	Quartet	N/A	N/A	2/24/2003	20.00	C116	Loan Pool
59	GFP	N/A	Easel	Quartet	N/A	N/A	2/24/2003	20.00	C116	Loan Pool
60	GFP	N/A	Easel	Quartet	N/A	N/A	2/24/2003	20.00	C116	Loan Pool
61	GFP	N/A	Projector Lift w/5' Travel	Display D	LCD105	N/A	4/12/2002	2,638.00	C111A	Fixed Equip.
62	GFP	N/A	Projector Mount (Sony)	Display D	16SL	N/A	4/12/2002	200.00	C111A	Fixed Equip.
63	GFP	N/A	Projector Housing Frame	Display D	OPT3	N/A	4/12/2002	1,110.00	C111A	Fixed Equip.
64	GFP	N/A	False Ceiling Plate	Premier	PP-FCMA	N/A	4/12/2002	140.00	C111A	Fixed Equip.
65	GFP	N/A	S-VHS Cable (Sony Proj.)	Com	S4P-SAP-75HRP	N/A	4/12/2002	80.00	C111A	Fixed Equip.
66	GFP	N/A	Conference Phone	Polycomm	Soundstaion	12539559	N/A	377.99	C300A	Perm. Out
67	GFP	N/A	Conference Phone	Polycomm	Soundstation EX	12584106	N/A	756.00	C300C	Perm. Out
68	GFP	N/A	Conference Phone	Polycomm	Soundstation EX	12595999	N/A	756.00	C400A	Perm. Out
69	GFP	N/A	Conference Phone	Polycomm	Soundstation	12539682	N/A	377.99	C400C	Perm. Out
70	GFP	N/A	Conference Phone	Polycomm	Soundstation	12539622	N/A	377.99	C421	Perm. Out
71	GFP	N/A	Conference Phone	Polycomm	Soundstation EX	12584185	N/A	756.00	C500A	Perm. Out
72	GFP	N/A	Conference Phone	Polycomm	Soundstation EX	12596052	N/A	756.00	C500C	Perm. Out
73	GFP	N/A	Conference Phone	Polycomm	Soundstation EX	12596123	N/A	756.00	C600A	Perm. Out
74	GFP	N/A	Conference Phone	Polycomm	Soundstation EX	12596585	N/A	756.00	C600C	Perm. Out
75	GFP	N/A	Conference Phone	Polycomm	Soundstation	12539756	N/A	377.99	C601A	Perm. Out
76	GFP	N/A	Conference Phone	Polycomm	Soundstation	12539942	N/A	377.99	D101	Perm. Out
77	GFP	N/A	Conference Phone	Polycomm	Soundstation EX	12584265	N/A	756.00	D201	Perm. Out
78	GFP	N/A	Conference Phone	Polycomm	Soundstation	12539769	N/A	377.99	D349	Perm. Out
79	GFP	N/A	Conference Phone	Polycomm	Soundstation EX	12584379	N/A	756.00	E101	Perm. Out
80	GFP	N/A	Conference Phone	Polycomm	Soundstation	12539909	N/A	377.99	E149	Perm. Out
81	GFP	N/A	Conference Phone	Polycomm	Soundstation EX	12584274	N/A	756.00	E201	Perm. Out
82	GFP	N/A	Conference Phone	Polycomm	Soundstation	12539789	N/A	377.99	E301	Perm. Out
83	GFP	N/A	Conference Phone	Polycomm	Soundstation	12540140	N/A	377.99	E349	Perm. Out
84	GFP	N/A	Conference Phone	Polycomm	Soundstation EX	12644271	N/A	756.00	N110	Perm. Out

85	GFP	N/A	Conference Phone	Polycomm	Soundstation	12654419	N/A	377.99	N125	Perm. Out
86	GFP	N/A	Conference Phone	Polycomm	Soundstation	12654415	N/A	377.99	N169	Perm. Out
87	GFP	N/A	Conference Phone	Polycomm	Soundstaion EX	12042675	N/A	756.00	N227	Perm. Out
88	GFP	N/A	Conference Phone	Polycomm	Soundstaion EX	12644264	N/A	756.00	B101	Perm. Out
89	GFP	N/A	Conference Phone	Polycomm	Soundstaion	12654423	N/A	377.99	C116	Loan Pool
90	GFP	N/A	Conference Phone	Polycomm	Soundstation EX	12644270	N/A	756.00	B201	Perm. Out
91	GFP	N/A	Conference Phone	Polycomm	Soundstaion	12654421	N/A	377.99	B249	Perm. Out
92	GFP	N/A	Conference Phone	Polycomm	Soundstaion EX	12644268	N/A	756.00	B349	Perm. Out
93	GFP	N/A	Conference Phone	Polycomm	Soundstaion EX	12584115	N/A	756.00	C115	Loan Pool
94	GFP	N/A	Conference Phone	Polycomm	Soundstaion	12539560	N/A	377.99	C115	Loan Pool
95	GFP	N/A	Conference Phone	Polycomm	Soundstaion EX	12644263	N/A	756.00	C115	Loan Pool
96	GFP	N/A	Conference Phone	Polycomm	Soundstaion EX	10083009	N/A	756.00	C115	Loan Pool
97	GFP	N/A	Conference Phone	Polycomm	Soundstation	10045746	N/A	377.99	C115	Loan Pool
98	GFP	B20831	Conference Phone	Polycomm	Soundstaion	12633883	N/A	250.00	C116	Loan Pool
99	GFP	B20829	Conference Phone	Polycomm	Soundstaion EX	16040900BF0	N/A	250.00	C116	Loan Pool
100	GFP	B20832	Conference Phone	Polycomm	Soundstaion EX	160442000F67	N/A	250.00	C116	Loan Pool
101	GFP	B20830	Conference Phone	Polycomm	Soundstation	10124989	N/A	250.00	C116	Loan Pool
102	GFP	B20834	Conference Phone	Polycomm	Soundstaion EX	1604380009C4	N/A	250.00	C116	Loan Pool
103	GFP	B20833	Conference Phone	Polycomm	Soundstation	12196271	N/A	250.00	C116	Loan Pool
104	GFP	B20828	Conference Phone	Polycomm	Soundstaion EX	12055919	N/A	250.00	C116	Loan Pool
105	GFP	B20827	Conference Phone	Polycomm	Soundstation	12772138	N/A	250.00	C116	Loan Pool
106	GFP	N/A	Conference Phone	Polycomm	Soundstaion P	R32088886	N/A	250.00	C116	Loan Pool
107	GFP	N/A	Conference Phone	Polycomm	Soundstation P	32137901	N/A	250.00	C116	Loan Pool
108	GFP	N/A	Amplifier, Audio	Samson	SERVO 120	S11D7710	N/A	N/A	C111A	Fixed Equip.
109	GFP	N/A	Amplifier, Audio	Samson	SERVO 120	S11D7693	N/A	N/A	C111A	Fixed Equip.
110	GFP	N/A	Amplifier, Audio	Samson	SERVO 120	S11D7692	N/A	N/A	C111A	Fixed Equip.
111	GFP	N/A	Amplifier, Audio	Samson	SERVO 120	S11D7743	N/A	N/A	C114	Fixed Equip.
112	GFP	N/A	Amplifier, Audio	Samson	SERVO 120	S11D7742	N/A	N/A	C114	Fixed Equip.
113	GFP	N/A	Amplifier, Audio	Samson	SERVO 120	S11D7791	N/A	N/A	C113	Fixed Equip.
114	GFP	N/A	Amplifier, Audio	Samson	SERVO 120	S11D7790	N/A	N/A	C113	Fixed Equip.
115	GFP	N/A	Amplifier, Audio	Samson	SERVO 120	S11D7857	N/A	N/A	C112	Fixed Equip.
116	GFP	N/A	Amplifier, Audio	Samson	SERVO 120	S11D7856	N/A	N/A	C112	Fixed Equip.
117	GFP	N/A	Device Controller	AMX	Axcent 3	N/A	N/A	N/A	C111A	Fixed Equip.
118	GFP	N/A	Device Controller	AMX	Axcent 3	N/A	N/A	N/A	C112	Fixed Equip.
119	GFP	N/A	Device Controller	AMX	Axcent 3	N/A	N/A	N/A	C113	Fixed Equip.
120	GFP	N/A	Device Controller	AMX	Axcent 3	N/A	N/A	N/A	C114	Fixed Equip.
121	GFP	N/A	NetLinx Intergrated Controllor	AMX	NI-3100	N/A	2/6/2008	3000	C111A	Fixed Equip.
122	GFP	SC0080	Color Touch Panel Remote	AMX	MVP-8400	596505X0380088	2/6/2008	3,500.00	C116	Contractor
123	GFP	N/A	Touch Panel Remote	AMX	VPT-GS	596241R5100255	N/A	N/A	C116	Loan Pool
124	GFP	N/A	Touch Panel Remote	AMX	VPT-GS	596241R5100254	N/A	N/A	C116	Loan Pool
125	GFP	N/A	Touch Panel Remote	AMX	VPT-GS	596241R5100260	N/A	N/A	C116	Loan Pool
126	GFP	N/A	RF Remote Receiver	AMX	AXR-RF	N/A	N/A	N/A	C112	Fixed Equip.
127	GFP	N/A	RF Remote Receiver	AMX	AXR-RF	N/A	N/A	N/A	C113	Fixed Equip.



128	GFP	N/A	RF Remote Receiver	AMX	AXR-RF	N/A	N/A	N/A	C114	Fixed Equip.
129	GFP	N/A	I/O Switcher	Extron	System 8 Plus	613486016	N/A	N/A	C111A	Contractor
130	GFP	N/A	I/O Switcher	Extron	System 8 Plus	615266004	N/A	N/A	C112	Fixed Equip.
131	GFP	N/A	I/O Switcher	Extron	System 8 Plus	615266014	N/A	N/A	C114	Fixed Equip.
132	GFP	N/A	I/O Switcher	Extron	System 8 Plus	605543035	N/A	N/A	C113	Fixed Equip.
133	GFP	N/A	Analog Distribution Amp.	Extron	ADA 6 300 MX	611100010	N/A	N/A	C111A	Fixed Equip.
134	GFP	N/A	Universal Signal Processor	Extron	RGB 406	N/A	N/A	N/A	C111A	Fixed Equip.
135	GFP	N/A	Universal Signal Processor	Extron	RGB 406	N/A	N/A	N/A	C113	Fixed Equip.
136	GFP	N/A	Universal Signal Processor	Extron	RGB 406	N/A	N/A	N/A	C114	Fixed Equip.
137	GFP	N/A	Universal Signal Processor	Extron	RGB 406	N/A	N/A	N/A	C115	Contractor
138	GFP	N/A	Universal Signal Processor	Extron	RGB 406	N/A	N/A	N/A	C115	Contractor
139	GFP	N/A	Micrographic Equalizer	Rane	ME30B	(21)00334855	N/A	N/A	C105B	Fixed Equip.
140	GFP	N/A	Micrographic Equalizer	Rane	ME30B	(21)00337857	N/A	N/A	C105B	Fixed Equip.
141	GFP	N/A	Micrographic Equalizer	Rane	ME30B	(21)00337856	N/A	N/A	C105B	Fixed Equip.
142	GFP	N/A	Protocol Translator	Lectrosonic	PT3	699	N/A	N/A	C113	Fixed Equip.
143	GFP	N/A	Protocol Translator	Lectrosonic	PT3	692	N/A	N/A	C115	Fixed Equip.
144	GFP	N/A	Protocol Translator	Lectrosonic	PT3	698	N/A	N/A	C114	Fixed Equip.
145	GFP	N/A	Protocol Translator	Lectrosonic	PT3	691	N/A	N/A	C112	Fixed Equip.
146	GFP	N/A	Automatic Matrix Mixer	Lectrosonic	AM8/4	635	N/A	N/A	C115	Fixed Equip.
147	GFP	N/A	Automatic Matrix Mixer	Lectrosonic	AM8/4	642	N/A	N/A	C115	Fixed Equip.
148	GFP	N/A	Automatic Matrix Mixer	Lectrosonic	AM8/4	633	N/A	N/A	C114	Fixed Equip.
149	GFP	N/A	Automatic Matrix Mixer	Lectrosonic	AM8/4	644	N/A	N/A	C112	Fixed Equip.
150	GFP	N/A	Automatic Matrix Mixer	Lectrosonic	AM8/4	643	N/A	N/A	C113	Fixed Equip.
151	GFP	N/A	Automatic Matrix Mixer	Lectrosonic	AM8/4	645	N/A	N/A	C115	Fixed Equip.
152	GFP	N/A	Automatic Equalizer	Lectrosonic	EQ1	315	N/A	N/A	C115	Fixed Equip.
153	GFP	N/A	Automatic Equalizer	Lectrosonic	EQ1	314	N/A	N/A	C114	Fixed Equip.
154	GFP	N/A	Automatic Equalizer	Lectrosonic	EQ1	317	N/A	N/A	C112	Fixed Equip.
155	GFP	N/A	Automatic Equalizer	Lectrosonic	EQ1	316	N/A	N/A	C115	Fixed Equip.
156	GFP	N/A	Automatic Equalizer	Lectrosonic	EQ1	319	N/A	N/A	C114	Fixed Equip.
157	GFP	N/A	Automatic Equalizer	Lectrosonic	EQ1	318	N/A	N/A	C115	Fixed Equip.
158	GFP	N/A	VCR	Panasonic	AG1330	B1KN03561	N/A	250.00	C112	Fixed Equip.
159	GFP	N/A	VCR	Panasonic	AG1330	B1KN03583	N/A	250.00	C114	Fixed Equip.
160	GFP	N/A	VCR	Panasonic	AG1330	B1KN03451	N/A	250.00	C111A	Fixed Equip.
161	GFP	N/A	VCR	Panasonic	AG1330	B1KN03459	N/A	250.00	C113	Fixed Equip.
162	GFP	N/A	VCR	Panasonic	AG1330	E1KN00518	8/24/2001	250.00	C115	Loan Pool
163	GFP	N/A	Speaker	JBL	8SR	U-511-00362	6/9/1997	235.00	C112	Fixed Equip.
164	GFP	N/A	Speaker	JBL	8SR	U-511-00362	6/9/1997	235.00	C112	Fixed Equip.
165	GFP	N/A	Speaker	JBL	Control 5	N/A	N/A	N/A	C113	Fixed Equip.
166	GFP	N/A	Speaker	JBL	Control 5	N/A	N/A	N/A	C113	Fixed Equip.
167	GFP	N/A	Speaker	JBL	Control 5	N/A	N/A	N/A	C114	Fixed Equip.
168	GFP	N/A	Speaker	JBL	Control 5	N/A	N/A	N/A	C114	Fixed Equip.
169	GFP	N/A	Agile Modulator	Blonder Tongue	AM40-450A	N/A	N/A	N/A	C115	Fixed Equip.
170	GFP	N/A	Agile Demodulator	Blonder Tongue	AD-1	N/A	N/A	N/A	C115	Fixed Equip.

171	GFP	N/A	Commercial Sat. Receiver	Blonder Tongue	CESR-C	N/A	N/A	N/A	C115	Fixed Equip.
172	GFP	N/A	Active Head End Combiner	Blonder Tongue	ZHCA-16C	N/A	N/A	N/A	C115	Fixed Equip.
173	GFP	N/A	MIDM-MICM Power Supply	Blonder Tongue	7722C	N/A	N/A	N/A	C115	Fixed Equip.
174	GFP	N/A	MIDM-MICM Power Supply	Blonder Tongue	7722B	N/A	N/A	N/A	C115	Fixed Equip.
175	GFP	N/A	Commercial Sat. Receiver	Toshiba	TRX-2220	79090139	N/A	N/A	C115	Fixed Equip.
176	GFP	B17599	Satellite Receiver	Echo Star	Vip-211K	N/A	8/10/2011	200	C115	Fixed Equip.
177	GFP	B17600	Satellite Receiver	Echo Star	Vip-211K	N/A	8/10/2011	200	C115	Fixed Equip.
178	GFP	B17601	Satellite Receiver	Echo Star	Vip-211K	N/A	8/10/2011	200	C115	Fixed Equip.
179	GFP	N/A	Satellite Receiver	Echo Star	Vip-211K	N/A	8/10/2011	200	C115	Contractor
180	GFP	N/A	Satellite Receiver	Echo Star	Vip-211K	N/A	8/10/2011	200	C115	Contractor
181	GFP	N/A	(9ea.) Modulator	Blonder Tongue	MICMb	N/A	N/A	N/A	C115	Fixed Equip.
182	GFP	N/A	(4ea.) Demodulator	Blonder Tongue	MIDM-80B	N/A	N/A	N/A	C115	Fixed Equip.
183	GFP	N/A	(3ea.) Distro Amp.	Blonder Tongue	55A-50	N/A	N/A	N/A	C115	Fixed Equip.
184	GFP	N/A	(3ea.) Distro Amp.	Blonder Tongue	45A-A3	N/A	N/A	N/A	C115,C424	Fixed Equip.
185	GFP	N/A	Speaker/ 2 Way	E/V	SX300E	03195M0051	7/16/2003	580	C105B	Contractor
186	GFP	N/A	Speaker/ 2 Way	E/V	SX300E	03195M0514	7/16/2003	580	C105B	Contractor
187	GFP	N/A	Speaker/ 2 Way	E/V	SX300E	04026M0508	3/3/2004	580	C105B	Contractor
188	GFP	N/A	Speaker/ 2 Way	E/V	SX300E	04026M0511	3/3/2004	580	C105B	Contractor
189	GFP	A76975	Speaker/ 2 Way	Mackie	C300Z	NS19395	6/13/2007	430	C105B	Contractor
190	GFP	A76976	Speaker/ 2 Way	Mackie	C300Z	NS19382	6/13/2007	430	C105B	Contractor
191	GFP	N/A	Audio Power Amplifier	QSC	RMX1850HD	30734514	6/13/2007	530	C105B	Contractor
192	GFP	N/A	Audio Power Amplifier	QSC	PLX 1602	N/A	7/16/2003	685.86	C105B	Contractor
193	GFP	N/A	Comm Speaker Cable 50'	Horizon	14-50N4N4	N/A	7/16/2003	35.87	C105B	Contractor
194	GFP	N/A	Comm Speaker Cable 50'	Horizon	14-50N4N4	N/A	7/16/2003	35.87	C105B	Contractor
195	GFP	N/A	Crank-up Tripod Stand	K&M	21300B	N/A	7/16/2003	216.25	C105B	Contractor
196	GFP	N/A	Crank-up Tripod Stand	K&M	21300B	N/A	7/16/2003	216.25	C105B	Contractor
197	GFP	N/A	Speaker Floor Stand(1)	On-Stage	SS7730	N/A	8/26/2008	100	C105B	Contractor
198	GFP	N/A	Speaker Floor Stand(2)	On-Stage	SS7730	N/A	8/26/2008	100	C105B	Contractor
199	GFP	N/A	Speaker Floor Stand(1)	On-Stage	SS8800B	N/A	9/10/2008	120	C105B	Contractor
200	GFP	N/A	Speaker Floor Stand(2)	On-Stage	SS8800B	N/A	9/10/2008	120	C105B	Contractor
201	GFP	N/A	Dual Speaker Mount Fork	USS	24105B	N/A	3/3/2004	70	C105B	Contractor
202	GFP	N/A	Dual Speaker Mount Fork	USS	24105B	N/A	3/3/2004	70	C105B	Contractor
203	GFP	N/A	Podium Full Size	Da-Lite	N/A	N/A	N/A	N/A	C111A	Fixed Equip.
204	GFP	N/A	Podium Full Size	Da-Lite	N/A	N/A	N/A	N/A	C113	Fixed Equip.
205	GFP	N/A	Podium Full Size	Da-Lite	N/A	N/A	N/A	N/A	C114	Fixed Equip.
206	GFP	N/A	Podium 1/2 Size	Da-Lite	N/A	N/A	N/A	N/A	C111B	Loan Pool
207	GFP	N/A	Podium 1/2 Size	Da-Lite	N/A	N/A	N/A	N/A	C111C	Loan Pool
208	GFP	N/A	Microphone Podium (5ea.)	Sennheiser	1423 com	N/A	N/A	N/A	C105B	Contractor
209	GFP	A52634	UHF Wireless Handheld Sys.	Shure	ULXS24/87	1205030159	11/17/2003	775	C105B	Loan Pool
210	GFP	A52635	UHF Wireless Handheld Sys.	Shure	ULXS24/87	1205030160	11/17/2003	775	C105B	Loan Pool
211	GFP	N/A	UHF Wireless Microphone Handheld	Shure	ULX2-58	0611070226-01	6/14/2007	670	C105B	Contractor
212	GFP	N/A	UHF Wireless Microphone Handheld	Shure	ULX2-58	0611070227-02	6/14/2007	670	C105B	Contractor
213	GFP	N/A	Wireless Lav. Mic System	Shure	ULXS14/50-J1	326040198	3/31/2004	750	C105B	Loan Pool

214	GFP	N/A	Wireless Lav. Mic System	Shure	ULXS14/50-J1	326040199	3/31/2004	750	C105B	Loan Pool
215	GFP	N/A	Wireless Lav. Mic System	Shure	ULXS14/50-J1	3260401200	3/31/2004	750	C105B	Loan Pool
216	GFP	N/A	Wireless Lav. Mic System	Shure	ULXS14/50-J1	3260401201	3/31/2004	750	C105B	Loan Pool
217	GFP	N/A	Double Rack Mount/ Wireless	Shure	UA507	N/A	11/17/2003	24	C105B	Fixed Equip.
218	GFP	N/A	Comm Speaker Cable 50'	Horizon	14-50N4N4	N/A	3/3/2004	40	C105B	Contractor
219	GFP	N/A	Comm Speaker Cable 50'	Horizon	14-50N4N4	N/A	3/3/2004	40	C105B	Contractor
220	GFP	N/A	4 Pin Male/Male Speakon Adp	N/A	N/A	N/A	3/3/2004	20	C105B	Contractor
221	GFP	N/A	4 Pin Male/Male Speakon Adp	N/A	N/A	N/A	3/3/2004	20	C105B	Contractor
222	GFP	N/A	Wireless Trackball Mouse (PS2)	IOGEAR	GME321R	OU-18USA1308517	3/11/2004	55	C115	Loan Pool
223	GFP	S27268	Digital Camera w/ 18 to 135mm Lens	Nikon	D300	3154992	2/19/2009	3000	C116	Contractor
224	GFP	N/A	Digital Photo Camera	Fuji film	S2	42A03569	11/29/2004	2000	C116	Contractor
225	GFP	A54568	Digital Photo Camera	Fuji	FinePix S5000	3GA09655	3/11/2004	400	C116	Contractor
226	GFP	N/A	2GB Micro Drive (for S2 camera)	Hitachi	13G1785	N2GMHUYA	11/29/2004	250	C116	Contractor
227	GFP	N/A	Rotating Camera Mount (for S2 cam.)	Custom Brackets	QRS-35-PJ	N/A	11/29/2004	160	C116	Contractor
228	GFP	B22967	80mm to 400mm Camera Lens	Nikon	VR ED 077	476008	7/25/2011	1600	C116	Contractor
229	GFP	N/A	24 mm to 120mm Camera Lens	NIKKOR / Nikon	F-S VR24-120mm	VSZ75713	1/18/2005	550	C116	Contractor
230	GFP	N/A	Rolling Heavy Duty Tripod	Davis & Sanford	Provista Air 18XB	4938321426	2/2/2009	200	C115	Contractor
231	GFP	N/A	4 GB Compact Flash Memory Card	Transcend	4GB 133X	N/A	2/19/2009	50	C116	Contractor
232	GFP	A33141	Video Camera Digital Mini-DV	Canon	DM-X1A	2660500749	N/A	N/A	C116	Contractor
233	GFP	N/A	Video Camera Digital Mini-DV	Canon	GL-2	132720810913RL	3/30/2004	2500	C116	Loan Pool
234	GFP	N/A	Video Camera Digital Mini-DV	Canon	GL-2	sn132312810372	3/13/2007	2000	C116	Loan Pool
235	GFP	A96762	Video Camera Digital Mini-DV	Canon	GL-2	132710900536WK	2/2/2009	2500	C116	Loan Pool
236	GFP	N/A	Video Camera Microphone Adapter	Canon	MA-300	N/A	1/2/2007	160	C116	Contractor
237	GFP	N/A	3 Hour Lithium Battery Pack	Canon	BP-945	N/A	6/1/2005	114	C116	Contractor
238	GFP	N/A	Camera Tripod	Smith-Victor	Propod IV	N/A	3/13/2007	150	C116	Contractor
239	GFP	N/A	Camera Tripod	Smith-Victor	Propod IV	N/A	3/13/2007	150	C116	Contractor
240	GFP	N/A	Double Rack Mount/ Wireless	Shure	UA507	N/A	3/31/2004	24	C105B	Fixed Equip.
241	GFP	N/A	Double Rack Mount/ Wireless	Shure	UA507	N/A	3/31/2004	24	C105B	Fixed Equip.
242	GFP	N/A	Misc-LP Equipment Rack	LP Audio	12 Space Front	N/A	5/3/2004	344	C105B	Contractor
243	GFP	N/A	AC Power Conditioner	Furman	PL-8	N/A	5/3/2004	137	C105B	Contractor
244	GFP	N/A	Mackie Rack Ears	Mackie	1642-VLZ PRO	N/A	5/6/2004	14.45	C105B	Contractor
245	GFP	N/A	DVD/CD Player	Sony	DVP-NS725P	2555357	6/4/2004	150	C111A	Fixed Equip.
246	GFP	N/A	Rack Mount Kits For DVD	Middle Atlantic	RSH4A	N/A	6/4/2004	94	C111A	Fixed Equip.
247	GFP	N/A	DVD/CD Player	Sony	DVP-NS725P	2555353	6/4/2004	150.00	C112	Fixed Equip.
248	GFP	N/A	Rack Mount Kits For DVD	Middle Atlantic	RSH4A	N/A	6/4/2004	94	C112	Fixed Equip.
249	GFP	N/A	DVD/CD Player	Sony	DVP-NS725P	2552898	6/4/2004	150	C113	Fixed Equip.
250	GFP	N/A	Rack Mount Kits For DVD	Middle Atlantic	RSH4A	N/A	6/4/2004	94	C113	Fixed Equip.
251	GFP	N/A	DVD/CD Player	Sony	DVP-NS725P	2555354	6/4/2004	150	C114	Fixed Equip.
252	GFP	N/A	Rack Mount Kits For DVD	Middle Atlantic	RSH4A	N/A	6/4/2004	94	C114	Fixed Equip.
253	GFP	N/A	Dynamic Microphone (#1)	Shure	PG-81XLR	N/A	10/25/2004	110	C105B	Loan Pool
254	GFP	N/A	Dynamic Microphone (#2)	Shure	PG-81XLR	N/A	10/25/2004	110	C105B	Loan Pool
255	GFP	N/A	Dynamic Microphone (#3)	Shure	PG-81XLR	N/A	10/25/2004	110	C105B	Loan Pool
256	GFP	N/A	Dynamic Microphone (#4)	Shure	PG-81XLR	N/A	10/25/2004	110	C105B	Loan Pool

257	GFP	N/A	Dynamic Microphone (#5)	Shure	PG-81XLR	N/A	10/25/2004	110	C105B	Loan Pool
258	GFP	N/A	Dynamic Microphone (#6)	Shure	PG-81XLR	N/A	10/25/2004	110	C105B	Loan Pool
259	GFP	N/A	Dynamic Microphone (#7)	Shure	PG-81XLR	N/A	10/25/2004	110	C105B	Loan Pool
260	GFP	N/A	Dynamic Microphone (#8)	Shure	PG-81XLR	N/A	10/25/2004	110	C105B	Loan Pool
261	GFP	N/A	Dynamic Microphone (#9)	Shure	PG-81XLR	N/A	10/25/2004	110	C105B	Loan Pool
262	GFP	N/A	Dynamic Microphone (#10)	Shure	PG-81XLR	N/A	10/25/2004	110	C105B	Loan Pool
263	GFP	N/A	Dynamic Microphone (#11)	Shure	PG-81XLR	N/A	10/25/2004	110	C105B	Loan Pool
264	GFP	N/A	Dynamic Microphone (#12)	Shure	PG-81XLR	N/A	10/25/2004	110	C105B	Loan Pool
265	GFP	N/A	Dynamic Microphone (#13)	Shure	PG-81XLR	N/A	10/25/2004	110	C105B	Loan Pool
266	GFP	N/A	Dynamic Microphone (#14)	Shure	PG-81XLR	N/A	10/25/2004	110	C105B	Loan Pool
267	GFP	N/A	Dynamic Microphone (#15)	Shure	PG-81XLR	N/A	10/25/2004	110	C105B	Loan Pool
268	GFP	N/A	Dynamic Microphone (#16)	Shure	PG-81XLR	N/A	10/25/2004	110	C105B	Loan Pool
269	GFP	N/A	Dynamic Microphone (#17)	Shure	PG-81XLR	N/A	10/25/2004	110	C105B	Loan Pool
270	GFP	N/A	Dynamic Microphone (#18)	Shure	PG-81XLR	N/A	10/25/2004	110	C105B	Loan Pool
271	GFP	N/A	Dynamic Microphone (#19)	Shure	PG-81XLR	N/A	10/25/2004	110	C105B	Loan Pool
272	GFP	N/A	Dynamic Microphone (#20)	Shure	PG-81XLR	N/A	10/25/2004	110	C105B	Loan Pool
273	GFP	N/A	Dynamic Microphone (#21)	Shure	PG-81XLR	N/A	7/11/2012	110	C105B	Loan Pool
274	GFP	N/A	Dynamic Microphone (#22)	Shure	PG-81XLR	N/A	7/11/2012	110	C105B	Loan Pool
275	GFP	N/A	Dynamic Microphone (#23)	Shure	PG-81XLR	N/A	7/11/2012	110	C105B	Loan Pool
276	GFP	N/A	Dynamic Microphone (#24)	Shure	PG-81XLR	N/A	7/11/2012	110	C105B	Loan Pool
277	GFP	N/A	Dynamic Microphone (#25)	Shure	PG-81XLR	N/A	7/11/2012	110	C105B	Loan Pool
278	GFP	N/A	Tbl. Top Mic. Stands (15ea.)	N/A	N/A	N/A	10/25/2004	180	C105B	Loan Pool
279	GFP	N/A	Wireless Trackball Mouse (USB)	I - concepts	4117	N/A	11/5/2004	60	C116	Loan Pool
280	GFP	N/A	Wireless Trackball Mouse (USB)	I - concepts	4117	N/A	11/5/2004	60	C116	Loan Pool
281	GFP	N/A	Wireless Trackball Mouse (USB)	I - concepts	4117	N/A	11/5/2004	60	C116	Loan Pool
282	GFP	N/A	XLR Microphone Cable 50' (30ea.)	Legion Sound	FSX50	N/A	6/27/2005	270	C105B	Contractor
283	GFP	N/A	Flipchart Stand	Draper	DR400	N/A	6/27/2005	170	C116	Loan Pool
284	GFP	N/A	Flipchart Stand	Draper	DR400	N/A	6/27/2005	170	C116	Loan Pool
285	GFP	N/A	Flipchart Stand	Draper	DR400	N/A	6/27/2005	170	C116	Loan Pool
286	GFP	N/A	Flipchart Stand	Draper	DR400	N/A	6/27/2005	170	C116	Loan Pool
287	GFP	N/A	Flipchart Stand	Draper	DR400	N/A	6/27/2005	170	C116	Loan Pool
288	GFP	N/A	Flipchart Stand	Draper	DR400	N/A	6/27/2005	170	C116	Loan Pool
289	GFP	N/A	Flipchart Stand	Draper	DR400	N/A	6/27/2005	170	C116	Loan Pool
290	GFP	N/A	Flipchart Stand	Draper	DR400	N/A	6/27/2005	170	C116	Loan Pool
291	GFP	N/A	Cordless Presenter	Logitech	M/N: M-RU77	DZL201513	7/19/2005	200	C116	Loan Pool
292	GFP	A76497	Avid Workstation Dual Processor	ProMax	N/A	52098402	6/1/2006	8000	C116	Contractor
293	GFP	N/A	Avid Speaker and Mixer System	Behringer	UB1002	N0601821181	6/1/2006	N/A	C116	Contractor
294	GFP	N/A	Avid Mojo System	Avid	002003250xx	YOX55135	6/1/2006	N/A	C116	Contractor
295	GFP	N/A	Avid Color Key Board	BSP	N/A	0408112615B	6/1/2006	80	C116	Contractor
296	GFP	N/A	Avid Black Burst Sync Generator	Horita	BSG-50	BE26576050	6/1/2006	325	C116	Contractor
297	GFP	N/A	Digital Video Switcher	Data Video	SE-500	SN-00073577	12/18/2006	949.95	C116	Contractor
298	GFP	A76832	Mini DV, HDD, DVD Video Recorder	JVC	SR-DVM700U	131C0687	12/19/2006	1500	C116	Contractor
299	GFP	N/A	Video Lighting Kit	Lowel	Creator Kit 44	N/A	12/19/2006	1200	C116	Contractor

300	GFP	N/A	Wireless TRANS/RCVR Video	Wavecom	Pro 3260	N/A	2/12/2007	80	C116	Contractor
301	GFP	N/A	Wireless TRANS/RCVR Video	Wavecom	Pro 3260	N/A	2/12/2007	80	C116	Contractor
302	GFP	N/A	Active Direct Box	Countryman	Type 85 - A	N/A	6/13/2007	165	C105B	Contractor
303	GFP	N/A	Power Drill Driver	DeWALT	DC728	511930	6/13/2007	180	C116	Contractor
304	GFP	N/A	External Hard Drive 1TB	Western Digital	WDG2T10000N	WU2T11057646	6/14/2007	706	C116	Contractor
305	GFP	N/A	External Hard Drive 1TB	Western Digital	WDG2T10000N	WU2T11055148	6/14/2007	706	C116	Contractor
306	GFP	N/A	Wireless Broadband Router	Linksys	WRT54G	CDFF1G415126	6/18/2007	50	C115	Contractor
307	GFP	N/A	Steel Tool Chest (3 Drawer)	Craftsman	59697	N/A	6/18/2007	100	C115	Contractor
308	GFP	N/A	Steel Tool Chest (3 Drawer)	Craftsman	59697	N/A	6/18/2007	100	C115	Contractor
309	GFP	N/A	6' by 4' Poster Board (1)	GHENT	5919	N/A	11/15/2007	420	B-Tunnel	Loan Pool
310	GFP	N/A	6' by 4' Poster Board (2)	GHENT	5919	N/A	11/15/2007	420	B-Tunnel	Loan Pool
311	GFP	N/A	6' by 4' Poster Board (3)	GHENT	5919	N/A	11/15/2007	420	B-Tunnel	Loan Pool
312	GFP	N/A	6' by 4' Poster Board (4)	GHENT	5919	N/A	11/15/2007	420	B-Tunnel	Loan Pool
313	GFP	N/A	6' by 4' Poster Board (5)	GHENT	5919	N/A	11/15/2007	420	B-Tunnel	Loan Pool
314	GFP	N/A	6' by 4' Poster Board (6)	GHENT	5919	N/A	11/15/2007	420	B-Tunnel	Loan Pool
315	GFP	N/A	6' by 4' Poster Board (7)	GHENT	5919	N/A	11/15/2007	420	B-Tunnel	Loan Pool
316	GFP	N/A	6' by 4' Poster Board (8)	GHENT	5919	N/A	11/15/2007	420	B-Tunnel	Loan Pool
317	GFP	N/A	6' by 4' Poster Board (9)	GHENT	5919	N/A	11/15/2007	420	B-Tunnel	Loan Pool
318	GFP	N/A	6' by 4' Poster Board (10)	GHENT	5919	N/A	11/15/2007	420	B-Tunnel	Loan Pool
319	GFP	N/A	6' by 4' Poster Board (11)	GHENT	5919	N/A	11/15/2007	420	B-Tunnel	Loan Pool
320	GFP	N/A	6' by 4' Poster Board (12)	GHENT	5919	N/A	11/15/2007	420	B-Tunnel	Loan Pool
321	GFP	N/A	6' by 4' Poster Board (13)	GHENT	5919	N/A	11/15/2007	420	B-Tunnel	Loan Pool
322	GFP	N/A	6' by 4' Poster Board (14)	GHENT	5919	N/A	11/15/2007	420	B-Tunnel	Loan Pool
323	GFP	N/A	6' by 4' Poster Board (15)	GHENT	5919	N/A	11/15/2007	420	B-Tunnel	Loan Pool
324	GFP	N/A	6' by 4' Poster Board (16)	GHENT	5919	N/A	11/15/2007	420	B-Tunnel	Loan Pool
325	GFP	N/A	6' by 4' Poster Board (17)	GHENT	5919	N/A	11/15/2007	420	B-Tunnel	Loan Pool
326	GFP	N/A	6' by 4' Poster Board (18)	GHENT	5919	N/A	11/15/2007	420	B-Tunnel	Loan Pool
327	GFP	N/A	6' by 4' Poster Board (19)	GHENT	5919	N/A	11/15/2007	420	B-Tunnel	Loan Pool
328	GFP	N/A	6' by 4' Poster Board (20)	GHENT	5919	N/A	11/15/2007	420	B-Tunnel	Loan Pool
329	GFP	N/A	6' by 4' Poster Board (21)	GHENT	5919	N/A	11/15/2007	420	B-Tunnel	Loan Pool
330	GFP	N/A	6' by 4' Poster Board (22)	GHENT	5919	N/A	11/15/2007	420	B-Tunnel	Loan Pool
331	GFP	N/A	6' by 4' Poster Board (23)	GHENT	5919	N/A	11/15/2007	420	B-Tunnel	Loan Pool
332	GFP	N/A	6' by 4' Poster Board (24)	GHENT	5919	N/A	11/15/2007	420	B-Tunnel	Loan Pool
333	GFP	N/A	6' by 4' Poster Board (25)	GHENT	5919	N/A	11/15/2007	420	B-Tunnel	Loan Pool
334	GFP	N/A	6' by 4' Poster Board (26)	GHENT	5919	N/A	11/15/2007	420	B-Tunnel	Loan Pool
335	GFP	N/A	6' by 4' Poster Board (27)	GHENT	5919	N/A	11/15/2007	420	B-Tunnel	Loan Pool
336	GFP	N/A	6' by 4' Poster Board (28)	GHENT	5919	N/A	11/15/2007	420	B-Tunnel	Loan Pool
337	GFP	N/A	6' by 4' Poster Board (29)	GHENT	5919	N/A	11/15/2007	420	B-Tunnel	Loan Pool
338	GFP	N/A	6' by 4' Poster Board (30)	GHENT	5919	N/A	11/15/2007	420	B-Tunnel	Loan Pool
339	GFP	N/A	6' by 4' Poster Board (31)	GHENT	5919	N/A	11/15/2007	420	B-Tunnel	Loan Pool
340	GFP	N/A	6' by 4' Poster Board (32)	GHENT	5919	N/A	11/15/2007	420	B-Tunnel	Loan Pool
341	GFP	N/A	6' by 4' Poster Board (33)	GHENT	5919	N/A	11/15/2007	420	B-Tunnel	Loan Pool
342	GFP	N/A	6' by 4' Poster Board (34)	GHENT	5919	N/A	11/15/2007	420	B-Tunnel	Loan Pool

343	GFP	N/A	6' by 4' Poster Board (35)	GHENT	5919	N/A	11/15/2007	420	B-Tunnel	Loan Pool
344	GFP	N/A	6' by 4' Poster Board (36)	GHENT	5919	N/A	11/15/2007	420	B-Tunnel	Loan Pool
345	GFP	N/A	6' by 4' Poster Board (37)	GHENT	5919	N/A	11/15/2007	420	B-Tunnel	Loan Pool
346	GFP	N/A	6' by 4' Poster Board (38)	GHENT	5919	N/A	11/15/2007	420	B-Tunnel	Loan Pool
347	GFP	N/A	6' by 4' Poster Board (39)	GHENT	5919	N/A	11/15/2007	420	B-Tunnel	Loan Pool
348	GFP	N/A	6' by 4' Poster Board (40)	GHENT	5919	N/A	11/15/2007	420	B-Tunnel	Loan Pool
349	GFP	N/A	6' by 4' Poster Board (41)	GHENT	5919	N/A	11/15/2007	420	B-Tunnel	Loan Pool
350	GFP	N/A	6' by 4' Poster Board (42)	GHENT	5919	N/A	11/15/2007	420	B-Tunnel	Loan Pool
351	GFP	N/A	6' by 4' Poster Board (43)	GHENT	5919	N/A	11/15/2007	420	B-Tunnel	Loan Pool
352	GFP	N/A	6' by 4' Poster Board (44)	GHENT	5919	N/A	11/15/2007	420	B-Tunnel	Loan Pool
353	GFP	N/A	6' by 4' Poster Board (45)	GHENT	5919	N/A	11/15/2007	420	B-Tunnel	Loan Pool
354	GFP	N/A	6' by 4' Poster Board (46)	GHENT	5919	N/A	11/15/2007	420	B-Tunnel	Loan Pool
355	GFP	N/A	6' by 4' Poster Board (47)	GHENT	5919	N/A	11/15/2007	420	B-Tunnel	Loan Pool
356	GFP	N/A	6' by 4' Poster Board (48)	GHENT	5919	N/A	11/15/2007	420	B-Tunnel	Loan Pool
357	GFP	N/A	6' by 4' Poster Board (49)	GHENT	5919	N/A	11/15/2007	420	B-Tunnel	Loan Pool
358	GFP	N/A	6' by 4' Poster Board (50)	GHENT	5919	N/A	11/15/2007	420	B-Tunnel	Loan Pool
359	GFP	B17585	External DVD Read Write Drive	LG	GP08	N/A	3/4/2009	90	C116	Contractor
360	GFP	B17583	External DVD Read Write Drive	LG	GP08	N/A	3/4/2009	90	C116	Contractor
361	GFP	N/A	Dysublimation Printer	Kodak	8500	,0003021	11/29/2004	850	C116	Contractor
362	GFP	N/A	Color Inkjet Printer	Hewlett Packard	895Cse	MX01L1W1V7	N/A	N/A	C116	Contractor
363	GFP	N/A	Color Inkjet Photo Printer	Hewlett Packard	1220C	SG3101304G	N/A	N/A	C116	Contractor
364	GFP	B25340	Color Inkjet Photo Printer	Hewlett Packard	5510e	CNIC929HMX	2/13/2012	120	C116	Contractor
365	GFP	B13619	Color Inkjet Photo Printer	Epson	Stylus 1400	JN7E068607	9/2/2008	300	C116	Contractor
366	GFP	A76051	GX620 Computer Tower	Dell	GX620	727F881	11/25/2009	N/A	C116	Contractor
367	GFP	A76514	GX620 Computer Tower	Dell	GX620	451T781	11/25/2009	N/A	C116	Contractor
368	GFP	A76193	GX620 Computer Tower	Dell	GX620	2299K81	5/24/2012	N/A	C116	Contractor
369	GFP	A96144	Optiplex 740 Mini-Tower PC	Dell	DCCY	G9TXJF1	2/6/2008	1500	C116	Contractor
370	GFP	B21931	Optiplex 980 Mini-Tower PC	Dell	Optiplex 980	1LWCDP1	3/21/2011	1300	C116	Contractor
371	GFP	B13594	Latitude Laptop Computer	Dell	D630	HCRF7G1	2/22/2012	N/A	C116	Loan Pool
372	GFP	B16504	Latitude Laptop Computer	Dell	D630	4T0LYF1	11/25/2009	N/A	C116	Loan Pool
373	GFP	A96204	Latitude Laptop Computer	Dell	D630	DT0LYF1	11/25/2009	N/A	C116	Loan Pool
374	GFP	A96203	Latitude Laptop Computer	Dell	D630	HT0LYF1	11/25/2009	N/A	C116	Loan Pool
375	GFP	A96210	Latitude Laptop Computer	Dell	D630	5T0LYF1	11/25/2009	N/A	C116	Loan Pool
376	GFP	A96213	Latitude Laptop Computer	Dell	D630	GT0LYF1	4/14/2010	N/A	C116	Loan Pool
377	GFP	A96211	Latitude Laptop Computer	Dell	D630	6T0LYF1	6/30/2010	N/A	C116	Loan Pool
378	GFP	A53688	Laptop Computer	Dell	D600	6QM1T51	4/14/2010	N/A	C116	Loan Pool
379	GFP	A53692	Laptop Computer	Dell	D600	BQM15T51	4/14/2010	N/A	C116	Loan Pool
380	GFP	A53620	Laptop Computer	Dell	5150	35532209269	9/21/2005	1500	C116	Contractor
381	GFP	A75141	Laptop Computer	Dell	D610	42562081441	9/21/2005	1300	C116	Contractor
382	GFP	A75142	Laptop Computer	Dell	D610	7794030241	9/21/2005	1,300.00	C116	Contractor
383	GFP	A76910	42" LCD/HD Television Monitor	Sharp	LC-42D62U	703857 149	5/3/2007	1800	C116	Loan Pool
384	GFP	B19296	32" LCD TV with DVD Player	Sharp	LC-32DV27	910820638	4/14/2010	520	C115	Loan Pool
385	GFP	B19297	32" LCD TV with DVD Player	Sharp	LC-32DV27	910820707	4/14/2010	520	C115	Loan Pool

386	GFP	B19298	32" LCD TV with DVD Player	Sharp	LC-32DV27	910820777	4/14/2010	520	C115	Loan Pool
387	GFP	B19299	32" LCD TV with DVD Player	Sharp	LC-32DV27	910820825	4/14/2010	520	C115	Loan Pool
388	GFP	N/A	Flat Panel TV Cart	Peerless	SR560M	N/A	4/14/2010	350	C115	Loan Pool
389	GFP	N/A	Flat Panel TV Cart	Peerless	SR560M	N/A	4/14/2010	350	C115	Loan Pool
390	GFP	N/A	Flat Panel TV Cart	Peerless	SR560M	N/A	4/14/2010	350	C115	Loan Pool
391	GFP	N/A	Flat Panel TV Cart	Peerless	SR560M	N/A	4/14/2010	350	C115	Loan Pool
392	GFP	N/A	Large LCD Monitor Stand	Ergotron	LX Display Cart	N/A	5/3/2007	700	C116	Loan Pool
393	GFP	B21930	LCD Computer Monitor (21")	Dell	P2210T	CN-OC730C71623	3/21/2011	250.00	C116	Contractor
394	GFP	B21932	LCD Computer Monitor (21")	Dell	P2210T	CN-OU828K74446	3/21/2011	250.00	C116	Contractor
395	GFP	B16413	LCD Computer Monitor (15")	Dell	MDX	N/A	3/21/2011	150.00	C115	Contractor
396	GFP	B16414	LCD Computer Monitor (15")	Dell	MDX	N/A	3/21/2011	150.00	C115	Contractor
397	GFP	N/A	LCD Computer Monitor (15")	Dell	032DVX	4760519HAT98	N/A	N/A	C115	Contractor
398	GFP	N/A	LCD Computer Monitor (15")	Dell	032DVX	4760519DASZG	N/A	N/A	C115	Contractor
399	GFP	A76498	LCD Computer Monitor (19")	View Sonic	VS10790	PT1061462232	6/1/2006	N/A	C115	Contractor
400	GFP	A76499	LCD Computer Monitor (19")	View Sonic	VS10790	PT1061462263	6/1/2006	N/A	C115	Contractor
401	GFP	SD4173	LCD Computer Monitor (17")	Gateway	HD1700	M1U8170H03582	8/26/2013	N/A	C115	Contractor
402	GFP	SD4172	LCD Computer Monitor (17")	Gateway	HD1700	M1U8170H04304	8/26/2013	N/A	C115	Contractor
403	GFP	SD4168	LCD Computer Monitor (17")	Hanns - G	HW173A	836DY3NA12803	8/26/2013	N/A	C115	Contractor
404	GFP	SD4167	LCD Computer Monitor (17")	Hanns - G	HW173A	836DY3NA12802	8/26/2013	N/A	C115	Contractor
405	GFP	SD4170	LCD Computer Monitor (19")	Gateway	FPD1975W	M1381B0N02267	8/26/2013	N/A	C116	Contractor
406	GFP	SD4169	LCD Computer Monitor (19")	Gateway	FPD1976W	ME283D0R00803	8/26/2013	N/A	C116	Contractor
407	GFP	SD4181	LCD Computer Monitor (19")	Gateway	FPD1976W	ME283D0R00705	8/26/2013	N/A	C116	Contractor
408	GFP	SD4180	LCD Computer Monitor (19")	NEC	19WMGX	78300744NA	8/26/2013	N/A	C116	Contractor
409	GFP	SD4179	LCD Computer Monitor (19")	NEC	19WMGX	78300747NA	8/26/2013	N/A	C116	Contractor
410	GFP	SD4178	LCD Computer Monitor (19")	Hewlett Packard	HPw1907	3CQ8511BHY	8/26/2013	N/A	C116	Contractor
411	GFP	SD4177	LCD Computer Monitor (19")	Hewlett Packard	HPw1907	3CQ8510XH8	8/26/2013	N/A	C116	Contractor
412	GFP	SD4174	LCD Computer Monitor (22")	Envision	G22LWK	95273CA001068	8/26/2013	N/A	C116	Contractor
413	GFP	A76500	LCD Playback Monitor (14")	Sony	LMD-1410	3018135	6/1/2006	N/A	C115	Contractor
414	GFP	N/A	6500 Lum. Ceiling Mount Projector	Sony	VPLFX52	2000116	6/9/2006	10,000	C115	Fixed Equip.
415	GFP	B23902	LCD Projector	Sony	VPL-EX175	5003823-7	7/14/2011	850	C114	Fixed Equip.
416	GFP	B22969	LCD Projector	Sony	VPL-EX175	5004292-8	7/29/2011	850	C113	Fixed Equip.
417	GFP	B22968	LCD Projector	Sony	VPL-EX175	5004297-D	7/29/2011	850	C112	Fixed Equip.
418	GFP	A75855	LCD Projector	Sony	VPL-CX80	2004452	3/24/2006	2700	C115	Loan Pool
419	GFP	A76978	LCD Projector	NEC	VT-595	7304205FD	6/13/2007	800	C116	Loan Pool
420	GFP	A76979	LCD Projector	NEC	VT-595	7304200FD	6/13/2007	800	C116	Loan Pool
421	GFP	A75805	LCD Projector	NEC	VT575	5800167FJ	3/27/2006	1400	C115	Loan Pool
422	GFP	A75856	LCD Projector	NEC	VT580	6102605FE	3/28/2006	1400	C115	Loan Pool
423	GFP	SC006	LCD Projector	NEC	V300X	805736036628_	9/7/2011	800	C115	Loan Pool
424	GFP	A50136	LCD Projector	Panasonic	PT-L701XU	N/A	N/A	N/A	C116	Loan Pool
425	GFP	A51249	LCD Projector	Panasonic	PT-L701XU	SL1350036	N/A	N/A	C116	Loan Pool
426	GFP	A51278	LCD Projector	Panasonic	PT-L701XU	SL1350113	N/A	N/A	C116	Loan Pool
427	GFP	B27445	LCD Projector	Sony	VPL-FX37	5000167	2/27/2013	2800	C111A	Contractor
428	GFP	S32890	PC Internet Webcam	LogiTech	Pro 9000	N/A	1/3/2012	80	C116	Contractor

[illegible]



**ATTACHMENT 5**

**LIST OF CONFERENCE SPACES**

**List of Meeting Spaces**

<b><u>Room Number</u></b>	<b><u>Description</u></b>	<b><u>Location</u></b>	<b><u>Capacity</u></b>
A034	Agency Conference Room	A Annex	25-30
A134	Agency Conference Room	A Annex	25-30
A234	Agency Conference Room	A Annex	25-30
B101	Agency Conference Room	Bldg B	20
B249	Agency Conference Room	Bldg B	10-12
B349	Agency Conference Room	Bldg B	20
C111	Auditorium	Bldg C	300
C112	Classroom	Bldg C	40-50
C113	Classroom	Bldg C	50-60
C114	Classroom	Bldg C	40-50
C300A	Agency Conference Room	Bldg C	20
C300C	Agency Conference Room	Bldg C	20-25
C400A	Agency Conference Room	Bldg C	20
C400C	Agency Conference Room	Bldg C	8-10
C500A	Agency Conference Room	Bldg C	20
C500C	Agency Conference Room	Bldg C	10
C600A	Agency Conference Room	Bldg C	20
C600C	Agency Conference Room	Bldg C	20
D101	Agency Conference Room	Bldg D	20
D201	Agency Conference Room	Bldg D	20
D349	Agency Conference Room	Bldg D	20
E101	Agency Conference Room	Bldg E	20
E149	Agency Conference Room	Bldg E	8
E201	Agency Conference Room	Bldg E	32
E301	Agency Conference Room	Bldg E	20
N110	Agency Conference Room	NCC	35-40
N125	Agency Conference Room	NCC	10-12
N169	Agency Conference Room	NCC	10-12
N227	Agency Conference Room	NCC	25-30

**ATTACHMENT 6**  
**CORPORATE EXPERIENCE MATRIX**

**CORPORATE EXPERIENCE MATRIX**

<b>REFERENCE</b>	<b>TASK AREAS IN SECTION A OF THE PWS</b>	<b>TASK AREAS IN SECTION B OF THE PWS</b>	<b>TASK AREAS IN SECTION C OF THE PWS</b>

**Reference column shall include:**

1. Government Activity or Company Name/ Contract Number
2. Address
3. Points of Contact Names, Telephone and FAX numbers, and e-mail address
4. Period of Performance dates
5. State whether this is experience for the prime, key personnel, or subcontractor

**Task Area columns shall indicate the relevant corporate experience for each of the following task areas in the Performance Work Statement in Attachment 1 of this RFP:**

Task Areas in PWS Section A: Audiovisual Assistance and Support as Described in the PWS

Task Areas in PWS Section B: Technical Advice, Recommendations, and Guidance as Related to Installation and Design of New Audiovisual Equipment and Systems as well as Improvements to Existing Equipment as Described in the PWS

Task Areas in PWS Section C: Scheduling and Setup Conference Rooms as Described in the PWS

**ATTACHMENT 7**

**CLIENT AUTHORIZATION LETTER**

Client Authorization Letter

[Addressee]

Dear "Client":

We are currently responding to the Environmental Protection Agency's RFP No. SOL-NC-15-00007 for the procurement of audiovisual services.

EPA has asked the offeror to send Past Performance Questionnaires to customers to complete and send to the Contracting Officer. Please complete the attached Past Performance Questionnaire and mail to U.S. EPA, Attn: Ryan Rodriguez, AA005, RTP Procurement Operations Division, 109 T.W. Alexander Drive, RTP, NC 27711 or rodriguez.ryan@epa.gov, within five (5) days of receipt of this letter.

If you are contacted by EPA for information on work we have performed under contract for your company, you are hereby authorized to respond to EPA inquiries. Your cooperation is appreciated. Any questions may be directed to \_\_\_\_\_.

Sincerely,

**ATTACHMENT 8**  
**PAST PERFORMANCE QUESTIONNAIRE**

PAST PERFORMANCE QUESTIONNAIRE

**S O U R C E   S E L E C T I O N   S E N S I T I V E   I N F O R M A T I O N**  
(TO BE COMPLETED BY OFFEROR PRIOR TO MAILING TO REFERENCE)

**Name of Offeror:**

**Contract Number:**

**Contract Title:**

**Contract Value:**

**Type of Contract:**

**Period of Performance:**

**The remainder of this form is to be completed by the reference and returned to EPA as instructed in the Client Authorization Letter.**

Performance Elements	Totally Deficient 0	Poor 1	Inadequate 2	Adequate 3	Good 4	Superior 5
1. Quality of Product or Service						
2. Timeliness of Performance						
3. Effectiveness of Management (including subcontractors)						
4. Initiative in Meeting Requirements						
5. Response to Technical Direction						
6. Responsiveness to Performance Problems						
7. Compliance with Cost Estimates						
8. Customer Satisfaction						
9. Overall Performance						



SOL-NC-15-00007 Audiovisual Services for EPA-RTP

10. Remarks on outstanding performance:

(Provide data supporting this observation; you may continue on a separate sheet if needed.)

11. Remarks on unsatisfactory performance:

(Provide data supporting this observation; you may continue on separate sheet if needed.)

12. Please identify any corporate affiliations with the offeror.

13. Would you do business with this firm again?

14. Information provided by:

Agency/Firm:

Name:

Title:

Mailing Address (Street and P.O. Box):

City, State and Zip Code:

Telephone Numbers:

Fax Number:

Date and Time of Call:

**ATTACHMENT 9**

**PRE PROPOSAL CONFERENCE INFORMATION PACKET**

# Pre-Proposal Conference Information Packet



U.S. EPA RTP  
109 TW Alexander Drive  
RTP, N.C. 27711

We have prepared this information packet to provide you with important information about the upcoming pre-proposal conference. In this packet you will find information on how best to prepare for your facility visit, directions to the location, facility security requirements, and general area information.

Please review all the documents and links provided carefully. Although none are anticipated, any alterations made to the pre-proposal conference date will be provided via RFP Amendment.

For questions, please contact the following:

Ryan Rodriguez  
Contracting Officer  
OARM Service Center, RTP Procurement Operations Division  
919-541-2421

Christian Ford-Cannon  
Contracting Officer  
OARM Service Center, RTP Procurement Operations Division  
919-541-2147

## **Point of Contact for Visitors: Ryan Rodriguez/Christian Ford-Cannon**

**EPA-RTP uses a Visitor Management System (VMS) for all visitors. VMS is required for all meetings and conferences. VMS is a centralized database for visitor information which is used by security for vetting and checking in visitors. Please fill out the VMS Excel Spreadsheet (See RFP Attachment 10) in its entirety. Please provide a copy of this spreadsheet to [rodriguez.ryan@epa.gov](mailto:rodriguez.ryan@epa.gov) and [ford-cannon.cris@epa.gov](mailto:ford-cannon.cris@epa.gov) by **June 29, 2015 at 5:00 PM EST.****

### **Additional Security Information**

**\*Please review the following information carefully. Failure to comply with the requirements within, may result in a visitor's inability to attend Pre-Proposal Conference.**

### **Security Procedures**

All visitors must enter the Main Facility through the front lobby entrance of building C. Security will screen visitors without Federal issued ID's through a metal detector. At the front desk the visitor will present a valid official photo ID, fill out the visitor's log, and provide a point-of-contact. Driver's licenses and Identification issued by states & territories subject to REAL ID enforcement cannot be used to enter restricted Federal facilities and nuclear plants after July 21, 2014. In order to enter a federal facility after July 21, you will need to present another form of acceptable ID. The list of jurisdictions subject to enforcement changes over time. For the most recent list, please visit <http://www.dhs.gov/real-id-enforcement-brief>. Any visitors over 18 without a current official photo ID may not access the facility. Also, during visitor processing, security will contact the point of contact and inform them they have a visitor in the main lobby. If the point of contact cannot be reached, the visitor will be asked to leave the facility. Security will issue a visitor's badge which the visitor must wear in plain sight at all times. Upon their departure, it is essential that all visitors are escorted to the main lobby so they can properly sign out and return their visitors badge.

Any foreign nationals visiting the campus must coordinate their visit with the Program's International Visitor Coordinator at least two weeks prior to the visit. All foreign nationals must receive approval through EPA's Office of Homeland Security before arriving on campus. On the day of the visit security will screen each foreign national as described above. The sponsor must escort foreign nationals at all times while in the facility. Foreign Nationals are not permitted to take photos of any EPA internal work space, security posture, etc. Foreign Nationals are permitted to take photos in common areas such as conference rooms, cafeteria, etc. Foreign Nationals may not insert thumb drives or other media devices into any computers that connects to the EPA network.

## EPA-RTP Visitor REAL ID Act Requirements

In accordance with the U.S. Department of Homeland Security, the REAL ID Act was fully implemented on July 21, 2014 for Phase 2, Restricted Areas for all Federal Facilities. REAL ID information and a list of noncompliant states can be found on the following website:

<http://www.dhs.gov/real-id-enforcement-brief>

### **Acceptable forms of ID for Noncompliant States are listed below:**

***(All forms of ID must be originals, not copies, and unexpired)***

#### **One of These Items**

Federal ID (PIV card, similar to an EPASS badge)

U.S. passport

Permanent resident card (green card)

Foreign passport

U.S. military ID

#### **Or**

#### **Two of These Items (one must include a photograph)**

ID card issued by federal, state, or local government

School ID

Voter registration card

Native American tribal document

Social Security card

Birth certificate

U.S. citizen ID card

Student green card

Employment Authorization document issued by the Department of Homeland Security

**VISITORS MUST BE ESCORTED AT ALL TIMES**

## **Computers/Equipment:**

**Please have all visitors that will be bringing, laptops, cameras, tablets, etc. complete the laptop/camera temporary authorization form (see RFP Attachment 11).** Wi-Fi available in the conference area.

Photography (to include via mobile cellular device to include phone, tablet, etc.) is only permitted in public areas and as explicitly authorized by EPA Security Personnel.

## **Other Information:**

Please review the **emergency evacuation plan** posted by the door upon your arrival.

General information about the EPA-RTP Campus and surrounding area (directions to campus, campus map, etc.) can be seen at <http://www2.epa.gov/aboutepa/about-epas-campus-research-triangle-park-rtp-north-carolina>

**ATTACHMENT 10**

**VISITOR MANGEMENT SYSTEM TEMPLATE  
(Refer to Attached Excel Document)**



**ATTACHMENT 11**

**PERSONALLY OWNED EQUIPMENT TEMPORARY AUTHORIZATION**



U.S. EPA Temporary Authorization for Personally Owned Equipment (Computer Laptop / Camera)

Date: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Item Description: \_\_\_\_\_

Brand Name: \_\_\_\_\_

Model: \_\_\_\_\_ Serial Number: \_\_\_\_\_

I understand that I must have this document in my possession while in this government facility. The document authorizes me to bring the item described above into the facility. Upon my departure, I must turn this document in at the Building C, Security Reception Desk.

Individuals Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**ATTACHMENT 12**

**HISTORICAL INFORMATION**

The following historical material data is for estimating purposes only:

### **Historical purchase of CDs/DVDs**

CDs and DVDs are mainly used for recording events. The estimated annual cost for CDs and DVDs is approximately \$600.00.

Batteries need for audiovisual equipment. The estimated annual cost for batteries is approximately \$400.00.

Other supplies (i.e., screwdrivers, hammers, and other general maintenance items) needed for routine maintenance of the audiovisual equipment (i.e., projectors, wire connections, etc).